

**ADMINISTRATIVE/EXECUTIVE GROUP  
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue/ Financing Sources</u>	<u>Local Cost</u>
<b><u>GENERAL FUND</u></b>				
BOARD OF SUPERVISORS	3	3,583,001	-	3,583,001
LEGISLATION	6	439,898	-	439,898
CLERK OF THE BOARD	8	931,404	66,500	864,904
COUNTY ADMINISTRATIVE OFFICE:				
COUNTY ADMINISTRATIVE OFFICE	11	3,232,502	-	3,232,502
LITIGATION	14	363,681	-	363,681
JOINT POWERS LEASES	16	22,537,293	-	22,537,293
COUNTY COUNSEL	30	8,577,085	5,256,611	3,320,474
HUMAN RESOURCES:				
HUMAN RESOURCES	34	5,380,631	302,500	5,078,131
EMP HEALTH & WELLNESS	38	35,000	35,000	-
UNEMPLOYMENT INSURANCE	41	4,000,000	-	4,000,000
INFORMATION SERVICES:				
APPLICATION DEVELOPMENT	54	9,342,373	3,755,256	5,587,117
EMERGING TECHNOLOGIES	59	1,447,618	245,320	1,202,298
HEALTH CARE COSTS	70	135,812,669	120,812,669	15,000,000
BEHAVIORAL HEALTH:				
BEHAVIORAL HEALTH	88	114,699,507	112,856,754	1,842,753
ALCOHOL AND DRUG SERVICES	94	20,577,850	20,428,392	149,458
PUBLIC HEALTH:				
PUBLIC HEALTH	109	76,224,425	75,572,315	652,110
CALIFORNIA CHILDREN'S SERVICES	116	12,713,007	11,174,966	1,538,041
INDIGENT AMBULANCE	120	472,501	-	472,501
LOCAL AGENCY FORMATION COMMISSION	134	154,000	-	154,000
COUNTY SCHOOLS	136	2,775,264	-	2,775,264
TOTAL GENERAL FUND		<u>423,299,709</u>	<u>350,506,283</u>	<u>72,793,426</u>
COUNTY ADMINISTRATIVE OFFICE:				
CONTINGENCIES AND RESERVES	19	109,326,898		
COUNTYWIDE DISCRETIONARY REVENUES	21	6,000,000	378,141,003	



**ADMINISTRATIVE/EXECUTIVE GROUP  
SUMMARY**

**SPECIAL REVENUE FUNDS**

		<b>Approp Requirements</b>	<b>Revenue</b>	<b>Fund Balance</b>
COUNTY ADMINISTRATIVE OFFICE:				
FEDERAL FOREST RESERVES	23	67,546	65,400	2,146
MASTER SETTLEMENT AGREEMENT	25	29,365,478	18,596,435	10,769,043
HUMAN RESOURCES:				
COMMUTER SERVICES	43	785,462	395,000	390,462
EMPLOYEE BENEFITS & SERVICES	46	4,402,162	2,196,000	2,206,162
ARROWHEAD REGIONAL MEDICAL CENTER:				
TOBACCO TAX	85	1,963,199	1,755,762	207,437
BEHAVIORAL HEALTH:				
SPECIAL PATIENT ACCOUNT	98	10,544	1,760	8,784
DUI PC 1000 PROGRAM	100	336,269	111,254	225,015
STATE NNA CARRYOVER PROGRAM	103	4,017,625	1,525,000	2,492,625
COURT ALCOHOL & DRUG PROGRAM	106	1,010,792	420,000	590,792
PUBLIC HEALTH:				
CAJON PASS	122	-	-	-
BIO-TERRORISM	124	3,388,618	2,451,340	937,278
BIRTH AND DEATH STATE FEES	126	442,153	151,300	290,853
PERFORMANCE BASED FINES	129	40,000	40,000	-
VECTOR CONTROL ASSESSMENTS	131	3,408,870	1,700,000	1,708,870
TOTAL SPECIAL REVENUE FUNDS		<u>49,238,718</u>	<u>29,409,251</u>	<u>19,829,467</u>

**INTERNAL SERVICE FUNDS**

		<b>Operating Expense</b>	<b>Revenue/ Financing Sources</b>	<b>Revenue Over (Under) Exp</b>
HUMAN RESOURCES:				
RISK MANAGEMENT	49	5,164,475	5,164,475	-
INSURANCE PROGRAMS	52	56,342,535	68,057,000	11,714,465
INFORMATION SERVICES:				
COMPUTER OPERATIONS	62	21,039,905	18,288,930	(2,750,975)
NETWORK SERVICES	66	16,379,146	16,379,146	-
TOTAL INTERNAL SERVICE FUNDS		<u>98,926,061</u>	<u>107,889,551</u>	<u>8,963,490</u>

**ENTERPRISE FUNDS**

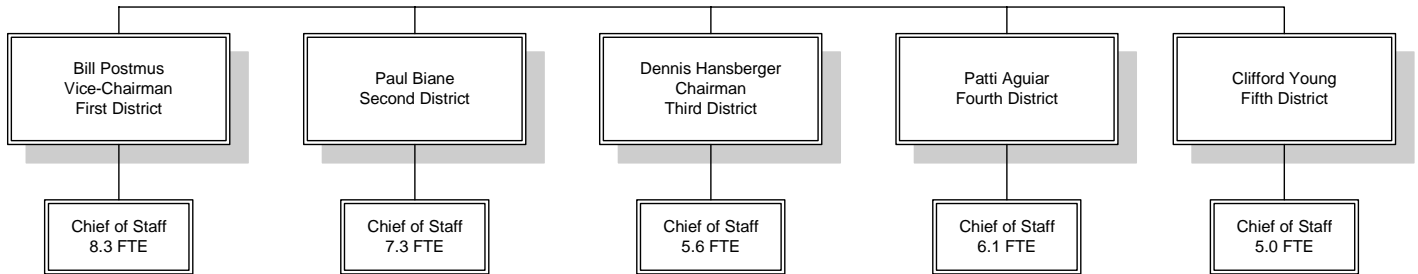
COUNTY ADMINISTRATIVE OFFICE:				
MEDICAL CENTER LEASE PAYMENTS	28	53,385,776	53,385,776	-
ARROWHEAD REGIONAL MEDICAL CENTER	74	308,782,832	298,070,213	10,712,619



## BOARD OF SUPERVISORS

### Dennis Hansberger, Chairman

#### ORGANIZATIONAL CHART



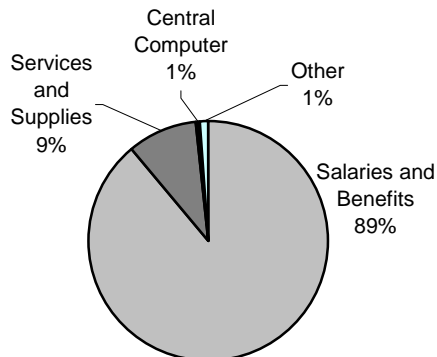
#### DESCRIPTION OF MAJOR SERVICES

The Board of Supervisors is the governing body of the county government and Board-governed special districts. It establishes policy and exercises supervision over the official conduct of all county officers, Board-governed districts and special commissions. The Board approves and adopts the annual budget and initiates and makes recommendations regarding proposed legislation at state and federal levels.

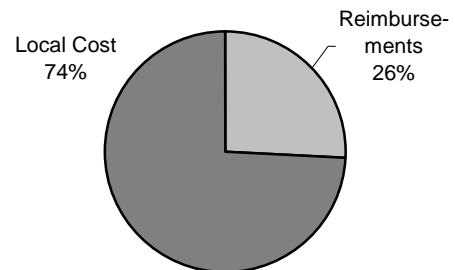
#### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	4,086,834	3,812,528	3,706,732	3,583,001
Local Cost	4,086,834	3,812,528	3,706,732	3,583,001
Budgeted Staffing		39.5		42.3

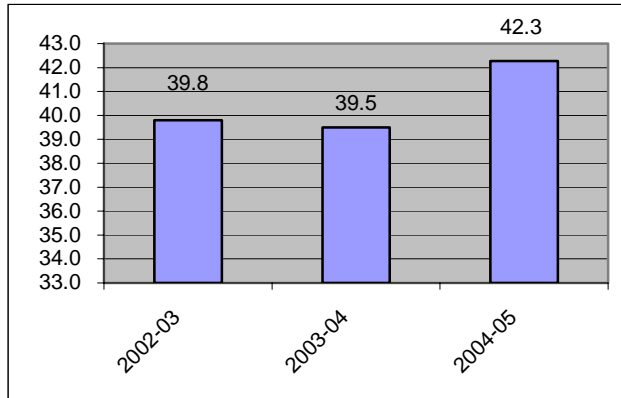
#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



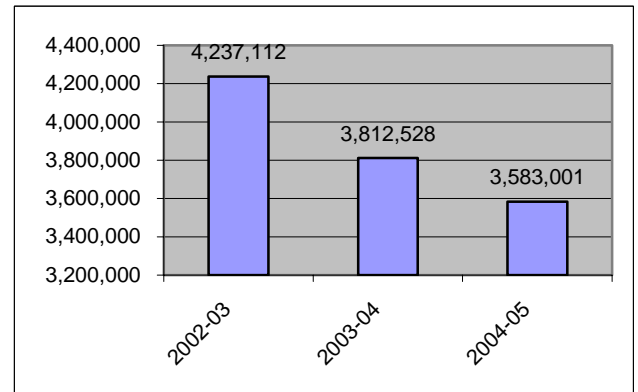
#### 2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Board of Supervisors  
FUND: General

BUDGET UNIT: AAA BDF  
FUNCTION: General  
ACTIVITY: Legislative and Administration

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	3,781,716	3,773,236	4,003,519	291,559	4,295,078
Services and Supplies	545,197	598,210	608,583	(151,927)	456,656
Central Computer	22,719	22,719	34,201	-	34,201
Transfers	55,962	77,598	77,598	(30,564)	47,034
Total Exp Authority	4,405,594	4,471,763	4,723,901	109,068	4,832,969
Reimbursements	(698,862)	(659,235)	(1,140,900)	(109,068)	(1,249,968)
Total Appropriation	3,706,732	3,812,528	3,583,001	-	3,583,001
Local Cost	3,706,732	3,812,528	3,583,001	-	3,583,001
Budgeted Staffing		39.5	39.5	2.8	42.3

DEPARTMENT: Board of Supervisors  
FUND: General  
BUDGET UNIT: AAA BDF

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>39.5</b>	<b>3,812,528</b>	<b>-</b>	<b>3,812,528</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	230,283	-	230,283
Internal Service Fund Adjustments	-	21,855	-	21,855
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>252,138</b>	<b>-</b>	<b>252,138</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	(198,860)	-	(198,860)
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>(198,860)</b>	<b>-</b>	<b>(198,860)</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>(282,805)</b>	<b>-</b>	<b>(282,805)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>39.5</b>	<b>3,583,001</b>	<b>-</b>	<b>3,583,001</b>
<b>Board Approved Changes to Base Budget</b>	<b>2.8</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>42.3</b>	<b>3,583,001</b>	<b>-</b>	<b>3,583,001</b>



## SCHEDULE B

DEPARTMENT: Board of Supervisors  
 FUND: General  
 BUDGET UNIT: AAA BDF

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. New Staff within the Fourth District On January 13, 2004, the Board appointed Patti Aguiar to serve as the Fourth District Supervisor. The Supervisor increased her budgeted staff by 0.6 office assistant. In addition to this staffing increase, salaries and benefits for the Fourth District also increased due to step increases for existing staff.	0.6	67,148	-	67,148
2. New Staff within the Fifth District On February 3, 2004, the Board appointed Clifford Young to serve as the Fifth District Supervisor. Supervisor Young reorganized his staff by deleting 1.0 special assistant and adding 0.51 communications director, 0.25 field representative, and 1.0 policy analyst for a net increase of 0.8 budgeted staff.	0.8	47,871	-	47,871
3. Remaining districts staffing changes The remaining districts made minor changes to budgeted staffing. These changes consisted of the deletion of 0.2 public service employee, offset by the addition of 0.6 student intern and 1.0 field representative.	1.4	176,540	-	176,540
4. Net decrease in Internal Service Fund services This net decrease consisted mainly of a \$18,000 decrease in ISD direct labor and \$12,000 decrease in Motor Pool charges due to the election of a private vehicle as an auto allowance option. Some minor decreases were budgeted in the areas of printing and mail services. Offsetting these decreases were net increases in telephone charges and distributed data processing charges.	-	(23,234)	-	(23,234)
5. Decrease in professional services contracts The previous Fifth District Supervisor maintained a professional services contract that was discontinued when the new Supervisor took office. The budget was applied to salaries and benefits.	-	(35,000)	-	(35,000)
6. Net decrease in services and supplies Overall net decrease in the remaining services and supplies expenditures. The major decrease of \$119,441 in general office expense is offset by increases in noninventoriable equipment, special departmental expense, and computer hardware.	-	(93,693)	-	(93,693)
7. Net decrease in rent expense via transfer During the 2003-04 year, the First District and Fourth Districts each moved into new district offices. The moves net to an overall decrease in rent expense, which is paid via a transfer to the Real Estate Services department.	-	(30,564)	-	(30,564)
8. Increase in reimbursements The Board has budgeted for an increase in reimbursements from the Priority Policy Needs budget.	-	(109,068)	-	(109,068)
<b>Total</b>	<b>2.8</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Legislation

### DESCRIPTION OF MAJOR SERVICES

This program provides federal and state advocacy services to the County of San Bernardino. On February 5, 2002, the Board of Supervisors approved an administrative report that recommended numerous enhancements to San Bernardino County's legislative program. Through the restructuring of federal and state advocacy offices, six advocates currently represent the County. The creation of this new budget unit was approved by the Board of Supervisors on December 17, 2002 and was established to consolidate expenses associated with state and federal advocacy efforts.

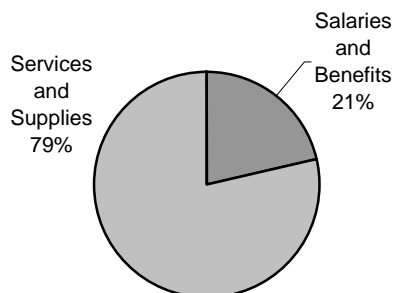
There is one staff position funded through this budget unit. The position is the Director of Legislative Affairs for the Board of Supervisors.

### BUDGET AND WORKLOAD HISTORY

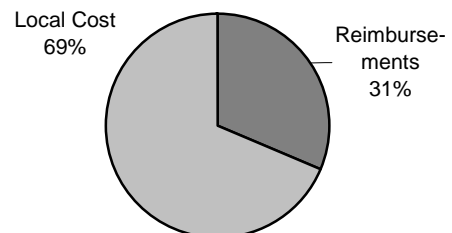
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	-	474,914	436,519	439,898
Local Cost	-	474,914	436,519	439,898
Budgeted Staffing		1.0		1.0

Actual expenditures are less than budgeted due to the mid-year vacancy of the Director of Legislative Affairs. The variance in transfers is due to payments for office space rental that were budgeted in services and supplies.

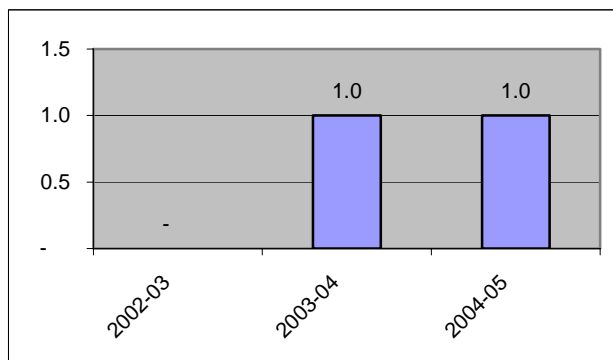
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



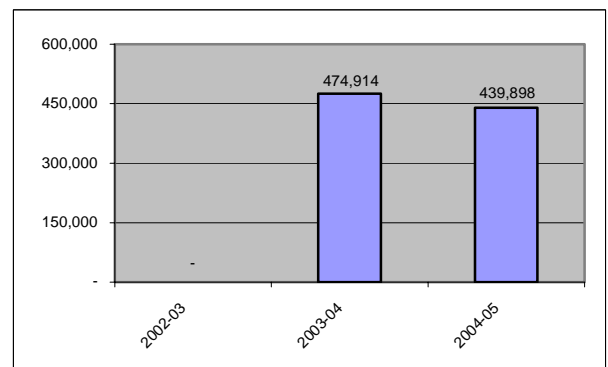
### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 STAFFING TREND CHART



### 2004-05 LOCAL COST TREND CHART



**GROUP: Administrative/Executive**  
**DEPARTMENT: Legislation**  
**FUND: General**

**BUDGET UNIT: AAA LEG**  
**FUNCTION: General**  
**ACTIVITY: Legislative and Administration**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	122,396	147,674	137,140	-	137,140
Services and Supplies	511,123	527,240	502,758	(190)	502,568
Transfers	3,000	-	-	190	190
Total Exp Authority	636,519	674,914	639,898	-	639,898
Reimbursements	(200,000)	(200,000)	(200,000)	-	(200,000)
Total Appropriation	436,519	474,914	439,898	-	439,898
Local Cost	436,519	474,914	439,898	-	439,898
Budgeted Staffing		1.0	1.0	-	1.0

**DEPARTMENT: Legislation**  
**FUND: General**  
**BUDGET UNIT: AAA LEG**

**SCHEDULE A**

**MAJOR CHANGES TO THE BUDGET**

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>1.0</b>	<b>474,914</b>	<b>-</b>	<b>474,914</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	8,565	-	8,565
Internal Service Fund Adjustments	-	350	-	350
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>8,915</b>	<b>-</b>	<b>8,915</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>(43,931)</b>	<b>-</b>	<b>(43,931)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>1.0</b>	<b>439,898</b>	<b>-</b>	<b>439,898</b>
<b>Board Approved Changes to Base Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>1.0</b>	<b>439,898</b>	<b>-</b>	<b>439,898</b>

**SCHEDULE B**

**DEPARTMENT: Legislation**  
**FUND: General**  
**BUDGET UNIT: AAA LEG**

**BOARD APPROVED CHANGES TO BASE BUDGET**

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increase in EHAP Charges	-	-	-	-
Reduced Services and Supplies (\$190) to fund transfers out to EHAP (\$190).				
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



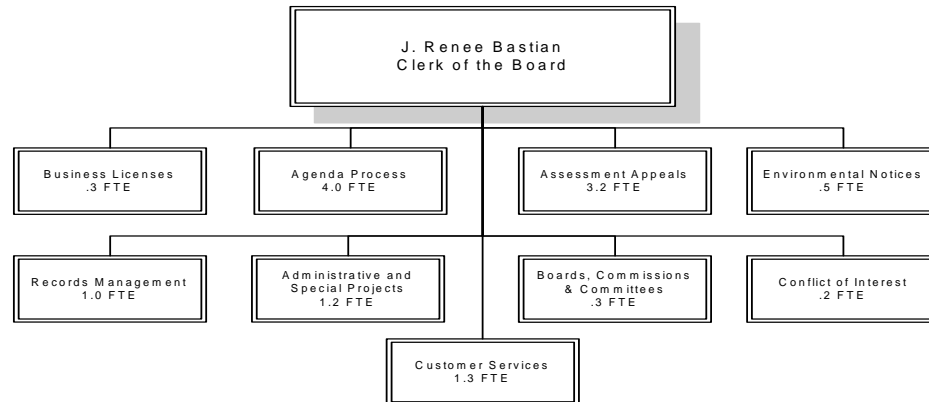
## CLERK OF THE BOARD OF SUPERVISORS

### J. Renee Bastian

#### MISSION STATEMENT

The Clerk of the Board of Supervisors' mission is to maintain official records of the Board of Supervisors' actions and provide accurate and complete information to the Board of Supervisors, county departments and the public in an efficient, professional and courteous manner so that our records are safe, secure and accessible thus promoting public confidence in a well-run county government.

#### ORGANIZATIONAL CHART



#### DESCRIPTION OF MAJOR SERVICES

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board, and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares, and distributes the Board agendas; prepares, publishes, and distributes the fair statement of all proceedings before the Board of Supervisors; provides staff support to the Assessment Appeals Board, County Redevelopment Agency, County Industrial Development Authority, In Home Supportive Services Public Authority and County Economic and Community Development Corporation; publishes various Notice of Hearings; maintains and updates the county code database; maintains the roster of all committees and commissions; issues business licenses for unincorporated areas of the county; posts environmental notices for housing developments, building and/or construction projects and public agencies; and maintains conflict of interest files.

#### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	760,694	912,389	784,113	931,404
Departmental Revenue	75,880	62,500	81,529	66,500
Local Cost	684,814	849,889	702,584	864,904
Budgeted Staffing		14.0		13.0

#### Workload Indicators

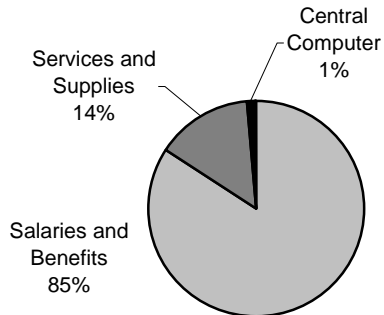
Board Agenda Items	3,697	3,700	3,600	3,700
Assessment Appeals	2,073	2,700	2,100	2,700
Licenses	143	320	300	320
Notices of Determination	939	900	1,100	1,300
Resolutions	280	350	350	350
Conflict of Interest Filings	1,029	1,250	1,000	1,000
Customer Service Hours	5,000	5,000	3,800	4,500



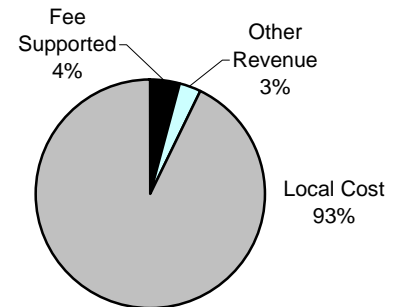


Expenditures for 2003-04 were less than appropriations due to several vacant positions, delays in hiring, an employee on disability leave, and reduced expenditures of services and supplies. Revenue was over budget due to increased receipts for business licensing and fees for processing of Notices of Determination and Exemptions.

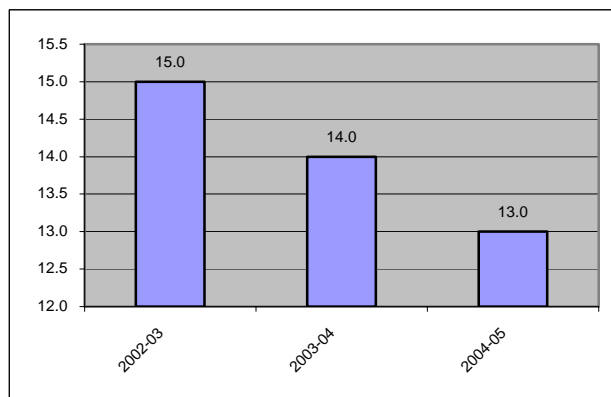
#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



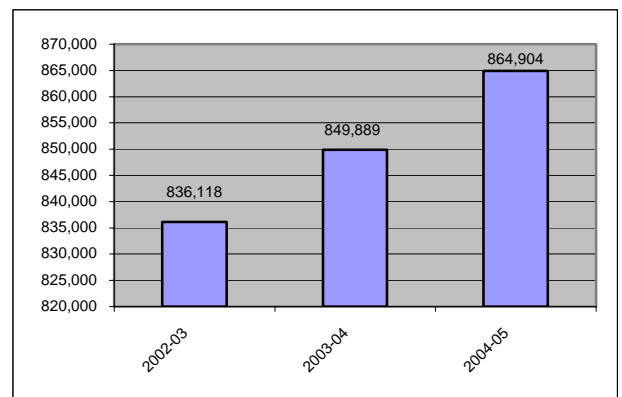
#### 2004-05 BREAKDOWN BY FINANCING SOURCE



#### 2004-05 STAFFING TREND CHART



#### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Clerk of the Board  
FUND: General

BUDGET UNIT: AAA CBD  
FUNCTION: General  
ACTIVITY: Legislative and Administration

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	671,317	758,551	731,966	50,603	782,569
Services and Supplies	97,526	138,567	133,807	(760)	133,047
Central Computer	12,670	12,670	13,119	-	13,119
Transfers	2,600	2,601	2,601	68	2,669
Total Appropriation	784,113	912,389	881,493	49,911	931,404
<b>Departmental Revenue</b>					
Licenses & Permits	41,070	34,000	34,000	-	34,000
Current Services	5,796	3,500	3,500	2,000	5,500
Other Revenue	34,663	25,000	25,000	2,000	27,000
Total Revenue	81,529	62,500	62,500	4,000	66,500
Local Cost	702,584	849,889	818,993	45,911	864,904
Budgeted Staffing		14.0	12.0	1.0	13.0
DEPARTMENT: Clerk of the Board				SCHEDULE A	
FUND: General					
BUDGET UNIT: AAA CBD					

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>14.0</b>	<b>912,389</b>	<b>62,500</b>	<b>849,889</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	53,895	-	53,895
Internal Service Fund Adjustments	-	4,523	-	4,523
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>58,418</b>	<b>-</b>	<b>58,418</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	(8,834)	-	(8,834)
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>(8,834)</b>	<b>-</b>	<b>(8,834)</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(2.0)</b>	<b>(80,480)</b>	<b>-</b>	<b>(80,480)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>12.0</b>	<b>881,493</b>	<b>62,500</b>	<b>818,993</b>
<b>Board Approved Changes to Base Budget</b>	<b>1.0</b>	<b>49,911</b>	<b>4,000</b>	<b>45,911</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>13.0</b>	<b>931,404</b>	<b>66,500</b>	<b>864,904</b>



DEPARTMENT: Clerk of the Board  
 FUND: General  
 BUDGET UNIT: AAA CBD

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reclassification This reclassification is for Staff Analyst I to Staff Analyst II, funded by increased revenues and adjustment from services and supplies. Reclassification of this position has been requested to make the position classification consistent with the duties performed by the employee in that position, for example departmental budget preparation. Human Resources has conducted a classification review of the position and concurs with this request.	-	4,000	4,000	-
2. Increased EHAP charges Move appropriations from services and supplies to transfers out for the increase of \$68 in EHAP charges.	-	-	-	-
<b>** Final Budget Adjustment - Policy item related to State Budget adoption</b> <b>A Clerk III position that was unfunded due to the anticipated State Budget cuts was fully restored as a policy item.</b>	<b>1.0</b>	<b>45,911</b>	<b>-</b>	<b>45,911</b>
<b>Total</b>	<b>1.0</b>	<b>49,911</b>	<b>4,000</b>	<b>45,911</b>

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.



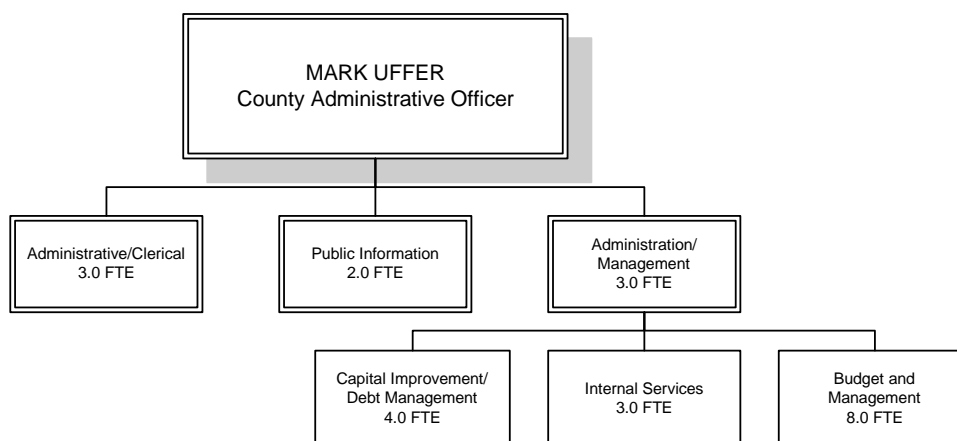
## COUNTY ADMINISTRATIVE OFFICE

### Mark Uffer

#### MISSION STATEMENT

The mission of the County Administrative Office is to maximize customer satisfaction with services by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

#### ORGANIZATIONAL CHART



#### DESCRIPTION OF MAJOR SERVICES

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

The County Administrative Officer oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. The County Administrative Office is also responsible for coordinating county activities with other local government entities, including cities and other counties.

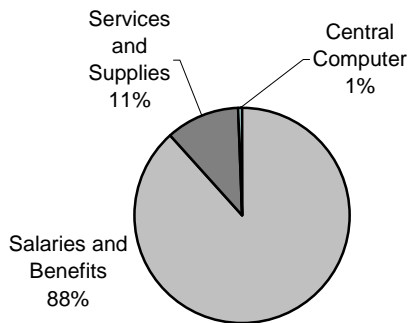
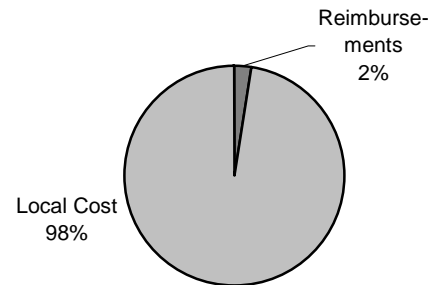
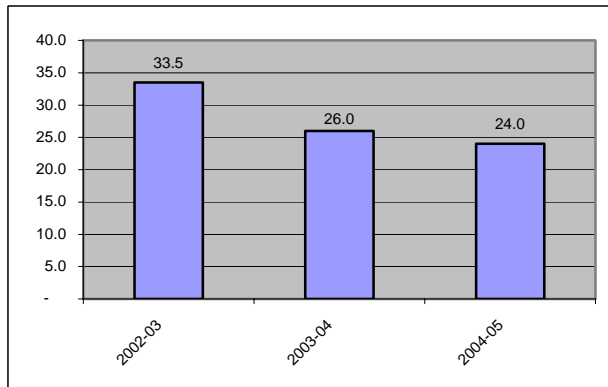
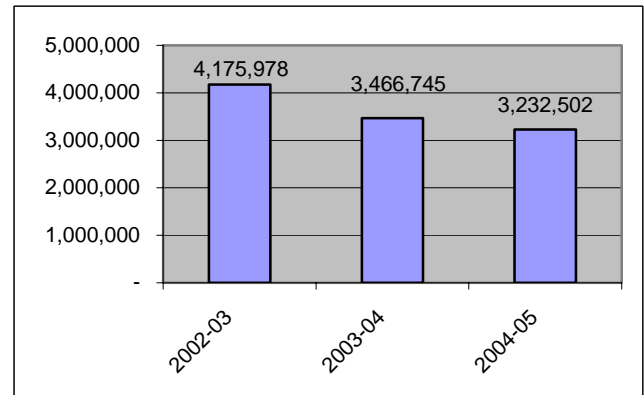
Additionally, the County Administrative Office is responsible for the county's capital improvement program and long-term debt functions.

#### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	4,019,214	3,466,745	2,909,684	3,232,502
Departmental Revenue	81,899	-	-	-
Local Cost	3,937,315	3,466,745	2,909,684	3,232,502
Budgeted Staffing		26.0		24.0

Actual expenditures are less than budgeted due primarily to various staff vacancies and reductions in services and supplies in an effort to remain within budget.



**2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY****2004-05 BREAKDOWN BY FINANCING SOURCE****2004-05 STAFFING TREND CHART****2004-05 LOCAL COST TREND CHART**

**GROUP:** Administrative/Executive  
**DEPARTMENT:** County Administrative Office  
**FUND:** General

**BUDGET UNIT:** AAA CAO  
**FUNCTION:** General  
**ACTIVITY:** Legislative and Administration

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	2,642,075	3,019,814	2,926,197	-	2,926,197
Services and Supplies	319,025	486,100	348,493	10,638	359,131
Central Computer	25,391	25,391	22,372	-	22,372
Transfers	4,907	5,807	5,807	(849)	4,958
Total Exp Authority	2,991,398	3,537,112	3,302,869	9,789	3,312,658
Reimbursements	(81,714)	(70,367)	(70,367)	(9,789)	(80,156)
Total Appropriation	2,909,684	3,466,745	3,232,502	-	3,232,502
Local Cost	2,909,684	3,466,745	3,232,502	-	3,232,502
Budgeted Staffing		26.0	24.0	-	24.0



DEPARTMENT: County Administrative Office  
 FUND: General  
 BUDGET UNIT: AAA CAO

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>26.0</b>	<b>3,466,745</b>	<b>-</b>	<b>3,466,745</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	178,790	-	178,790
Internal Service Fund Adjustments	-	3,108	-	3,108
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>181,898</b>	<b>-</b>	<b>181,898</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	(1.0)	(95,558)	-	(95,558)
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>(1.0)</b>	<b>(95,558)</b>	<b>-</b>	<b>(95,558)</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(1.0)</b>	<b>(320,583)</b>	<b>-</b>	<b>(320,583)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>24.0</b>	<b>3,232,502</b>	<b>-</b>	<b>3,232,502</b>
<b>Board Approved Changes to Base Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>24.0</b>	<b>3,232,502</b>	<b>-</b>	<b>3,232,502</b>

## SCHEDULE B

DEPARTMENT: County Administrative Office  
 FUND: General  
 BUDGET UNIT: AAA CAO

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Decrease in EHAP charges Transfers to the EHAP program are reduced.	-	(849)	-	(849)
2. Increase in reimbursements Reimbursements for increased costs associated with the Medical Center Bonds from the Health Care Costs budget unit for support in budget and finance.	-	(9,789)	-	(9,789)
3. Increase in Internal Service Fund services Increases in mail services and records storage costs based on current year estimates.	-	3,940	-	3,940
4. Increases to services and supplies Various services and supplies accounts were increased to better align budget with actuals.	-	6,698	-	6,698
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Litigation

### DESCRIPTION OF MAJOR SERVICES

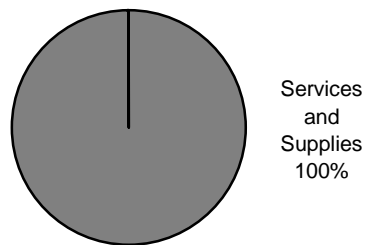
The litigation budget funds external attorney services and other litigation related expenses. The Board approved the establishment of this budget unit in 2001-02. The use of contingencies may be required for any new major contracts, or for any material amendments to existing legal contracts during the fiscal year.

There is no staffing associated with this budget unit.

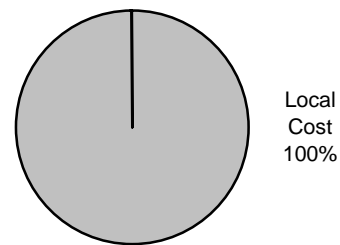
### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	1,532,605	400,000	232,252	363,681
Departmental Revenue	870,470	-	-	-
Local Cost	662,135	400,000	232,252	363,681

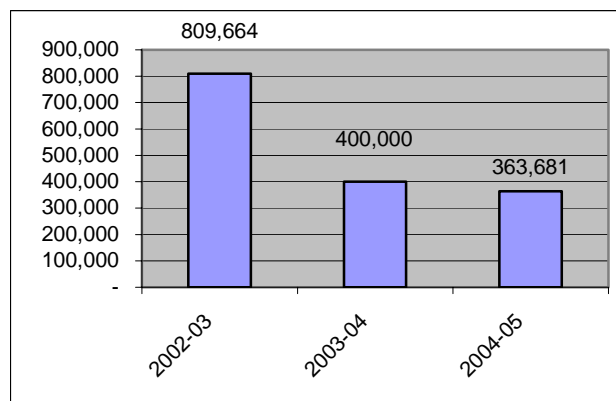
### 2004-05 BREAKDOWN OF EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Litigation  
 FUND: General

BUDGET UNIT: AAA LIT  
 FUNCTION: General  
 ACTIVITY: Legislative and Administration

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	-	400,000	363,681	-	363,681
Total Appropriation	-	400,000	363,681	-	363,681

DEPARTMENT: Litigation  
 FUND: General  
 BUDGET UNIT: AAA LIT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	400,000	-	400,000
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	(36,319)	-	(36,319)
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	363,681	-	363,681
<b>Board Approved Changes to Base Budget</b>	-	-	-	-
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	363,681	-	363,681





## Joint Powers Leases

### DESCRIPTION OF MAJOR SERVICES

This component funds the cost of long-term lease payments for joint power facility agreements.

There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Requirements	20,828,948	20,467,787	18,353,792	22,537,293
Departmental Revenue	64,365	-	-	-
Local Cost	20,764,583	20,467,787	18,353,792	22,537,293

2003-04 actual expenditures are \$2.1 million less than budgeted. The majority of this difference is attributable to interest savings on the County's variable rate certificates of participation.

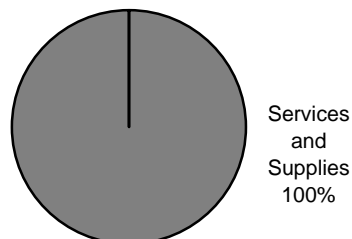
For 2004-05, \$2.0 million in savings from the 2001-02 refinancing of the West Valley Detention Center project, together with an estimated \$1.8 million of 2003-04 interest savings on the variable rate certificates of participation are being used to pay down the Glen Helen Taxable certificates of participation. This will result in an estimated \$300,000 savings in annual debt service costs.

#### Lease payments included in this budget for 2004-05 are:

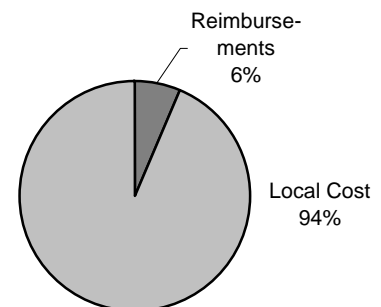
Hyundai Pavilion at Glen Helen	865,597
Justice Center/Chino Airport Improvements	6,301,937
1997 Public Improvement Financing (ENVEST, West End Juvenile Facility, Preschool Building)	1,429,091
County Government Center	3,257,300
West Valley Detention Center	7,663,830
Subtotal:	19,517,755
Reduction of Glen Helen Taxable Debt	3,812,923
Debt Administration (Trustee Fees, Letter of Credit Fees, Remarketing Fees, Auction Agent Fees, Broker-Dealer Fees, Audit and Arbitrage)	730,240
Reimbursements**	(1,523,625)
Subtotal:	1,219,538
Total:	22,537,293

\*\* Reimbursements include Preschool building rents, lease payments from Glen Helen Pavilion and a transfer from the Utilities budget.

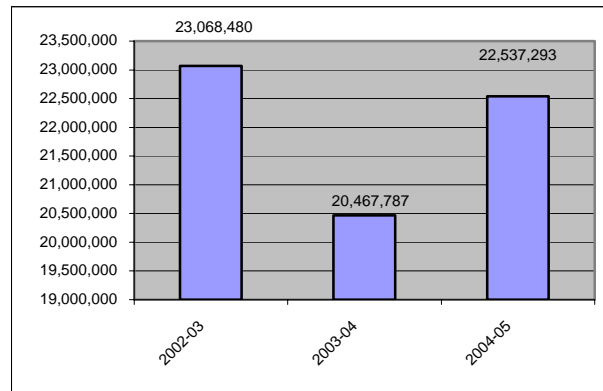
#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



#### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 LOCAL COST TREND CHART



**GROUP:** Administrative/Executive  
**DEPARTMENT:** Joint Powers Leases  
**FUND:** General

**BUDGET UNIT:** AAA JPL  
**FUNCTION:** General  
**ACTIVITY:** Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	16,224,040	18,445,391	20,549,995	3,510,923	24,060,918
Total Exp Authority	16,224,040	18,445,391	20,549,995	3,510,923	24,060,918
Reimbursements	(2,271,995)	(2,379,351)	(1,523,625)	-	(1,523,625)
Total Appropriation	13,952,045	16,066,040	19,026,370	3,510,923	22,537,293
Operating Transfers Out	4,401,747	4,401,747	2,012,923	(2,012,923)	-
Total Requirements	18,353,792	20,467,787	21,039,293	1,498,000	22,537,293
Local Cost	18,353,792	20,467,787	21,039,293	1,498,000	22,537,293

**DEPARTMENT:** Joint Powers Leases  
**FUND:** General  
**BUDGET UNIT:** AAA JPL

**SCHEDULE A**

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	20,467,787	-	20,467,787
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	571,506	-	571,506
<b>Subtotal</b>	-	571,506	-	571,506
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	21,039,293	-	21,039,293
<b>Board Approved Changes to Base Budget</b>	-	1,498,000	-	1,498,000
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	22,537,293	-	22,537,293



DEPARTMENT: Joint Powers Leases  
 FUND: General  
 BUDGET UNIT: AAA JPL

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>** Final Budget Adjustments - Policy Items</b> Board approved the use of variable rate savings of \$1.8 million to prepay a portion of the outstanding principal on the Glen Helen Taxable Debt.	-	1,800,000	-	1,800,000
<b>** Final Budget Adjustments - Policy Items</b> Board approved the use of \$2.0 million in savings from the 2001-02 West Valley Detention Center refinancing to prepay a portion of the outstanding principal on the Glen Helen Taxable Debt. This increased services and supplies by \$2,012,923 and decreased operating transfers out by the same amount.	-	-	-	-
<b>** Final Budget Adjustments - Policy Items</b> Decrease local cost based on estimated savings to be incurred by reducing debt with recommended funded policy items.	-	(302,000)	-	(302,000)
<b>Total</b>	-	1,498,000	-	1,498,000

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted



## Contingencies and Reserves

### DESCRIPTION OF MAJOR SERVICES

Board Policy requires the county to maintain an appropriated contingency fund to accommodate unanticipated operational changes, legislative impacts or other economic events affecting the county's operations which could not have reasonably been anticipated at the time the budget was prepared. Funding for contingencies is targeted at 1.5% of locally funded appropriations. The contingency budget also includes an annual base allocation of \$1,000,000 for priority district and program needs. Final budget action includes a provision that allocates any difference between estimated and final fund balance to contingencies.

County reserves include both general purpose and specific purpose reserves. General purpose reserves are funds held to protect the county from unforeseen increases in expenditures or reductions in revenues, or other extraordinary events, which would harm the fiscal health of the county. Board policy requires the establishment of an ongoing general purpose reserve for the general fund targeted at 10% of locally funded appropriations. Specific reserves are funds held to meet future known obligations or to build a reserve for capital projects.

### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>
1.5% of Locally Funded Appropriations	-	5,223,535	-	5,582,115
Set Aside for Future Retirement Costs	-	-	-	7,900,000
Set Aside for Specific Uncertainties	-	62,180,848	-	92,823,560
Transfers - Priority Policy Needs	477,221	3,167,983	1,146,760	3,021,223
Total Contingencies	477,221	70,572,366	1,146,760	109,326,898

Actual uses of contingencies are reflected in departmental budget units.

#### Contingencies

A base allocation to the contingency budget of \$5,582,115 is established pursuant to Board policy, based on projected locally funded appropriations of \$372.1 million. An additional base allocation of \$1,000,000 (transfers) is established for priority district and program needs. The Board also established a new set-aside of ongoing money for future retirement costs in the amount of \$7,900,000.

In final budget action, the Board allocated \$92,823,560 of available financing to the set aside for specific uncertainties. Specific uncertainties include uncertainty surrounding state finances, and rising local expenses. The Board also re-appropriated the unspent allocation of \$2,021,223 of the 2003-04 priority needs to the 2004-05 budget bringing the total to \$3,021,223.

#### Reserves

For 2004-05 general-purpose reserves are increased by \$2.4 million to conform to the Board policy. This increase is based on projected locally funded appropriations of \$372.1 million and brings the balance of general-purpose reserves to \$37.2 million. The Museum Hall of Paleontology Reserve is increased by \$1.0 million. Uses of \$154,301 of the Equity Pool reserve are planned to fund the 2004-05 costs of approved equity adjustments. A planned use of \$1.0 million of the Justice Facilities reserve will be used to offset a portion of the cost of the most recent approved safety MOU.



	2002-03 Ending Balance	2003-04		2004-05		Estimated 30-Jun-05 Balance
		Approved Contributions	Approved Uses	Recommended Contributions	Recommended Uses	
<b>General Purpose Reserve</b>	<b>31,936,310</b>	<b>2,887,258</b>		<b>2,390,532</b>		<b>37,214,100</b>
<b>Specific Purpose Reserves</b>						
Medical Center Debt Service	32,074,905					32,074,905
Teeter Reserve	19,260,087					19,260,087
Restitution Reserve	2,114,234					2,114,234
Retirement Reserve	7,000,000					7,000,000
Justice Facilities Reserve	4,885,408		(1,178,971)		(1,000,000)	2,706,437
West Valley Maximum Security	1,492,986					1,492,986
Equity Pool Reserve	1,877,144	3,000,000	(495,152)		(154,301)	4,227,691
Insurance Reserve	5,000,000		(2,000,000)			3,000,000
Electronic Voting Reserve	5,700,000		(5,700,000)			0
Capital Projects Reserve	4,000,000					4,000,000
Pepper & Valley Intersection Reserve	0					0
Bark Beetle Reserve	0	2,000,000	(169,700)			1,830,300
Reserve for Museum's Hall of Paleontology	0	1,000,000	(135,000)	1,000,000		1,865,000
Library Facility/Book Reserve	0					0
L&J SWBPI		3,405,626				3,405,626
<b>Total Specific Purpose</b>	<b>83,404,764</b>	<b>9,405,626</b>	<b>(9,678,823)</b>	<b>1,000,000</b>	<b>(1,154,301)</b>	<b>82,977,266</b>
<b>Total Reserves</b>	<b>115,341,074</b>					<b>120,191,366</b>

### 2003-04 Contributions and Uses

As part of the 2003-04 final budget the Board approved the use of \$1.0 of the Justice Facilities Reserve to offset a portion of the first year cost of the safety MOU. The Board also approved the use of \$160,949 of the Equity Pool to fund the 2003-04 costs of equity increases in the District Attorney, Public Defender and Assessor departments that were approved by the Board in 2002-03. Planned contributions for 2003-04 included \$2.9 million to the general purpose reserve; \$3.0 million to the Equity Pool reserve, which was established in 2002-03 to fund equity studies for the county's general employees pursuant to the MOU; an additional \$2.0 million to the Bark Beetle reserve; and \$1.0 million for the Museum's Hall of Paleontology.

For 2003-04 mid-year Board actions authorized the use of:

- The \$5.7 million Electronic Voting System reserve to pay the local share of the cost of the new electronic voting system. The State mandated that the county change from a punch card to electronic voting system by January of 2004.
- \$169,700 of the Bark Beetle Reserve to provide a reverse 9-1-1 warning system service that could be used to warn or advise affected County residents of the potential for fire, flood, or other emergency circumstances in the County. This amount is the estimated first year cost of the service.
- \$178,971 of the Justice Facilities reserve to remodel the county building in Big Bear. This project will create jury assembly and deliberation rooms; provide additional space for the District Attorney, Public Defender, and Probation departments to meet five to ten year projected growth; create a Sheriff's men's locker room; relocate Sheriff's Court Services; and bring the county building in Big Bear into compliance with the Americans with Disabilities Act (ADA).
- \$135,000 of the Museum Hall of Paleontology reserve was appropriated to assist with the facility's construction and exhibit design costs.
- \$334,203 of the Equity Pool Reserve, which included \$292,750 to be spent on classification consulting services and \$41,453 to be spent on staff reclassifications in the Public Defender and Sheriff departments.
- \$2.0 million of the insurance reserve to finance Risk Management claims expenditures for the duration of 2003-04.

The Board also established a new reserve, the Law and Justice Southwest Border Prosecution Initiative reserve. This reserve is funded with cost reimbursements received from the federal government as part of their Southwest Border Prosecution Initiative. These reimbursements recover a portion of county dollars expended on the prosecution of federal cases. The purpose of the reserve is to fund future law and justice projects that support and enhance prosecutorial and detention services. The initial deposit to this reserve, \$3,405,626, equals the amount of reimbursement received to date.



## Countywide Discretionary Revenue

### DESCRIPTION OF MAJOR SERVICES

Countywide discretionary revenue includes income that is not directly related to any particular county activity. Discretionary revenue finances departmental budgets' local cost. Special departmental expense appropriations are for county expenses that cannot be appropriately charged to a specific department. The interest on notes appropriation reflects costs related to the county's annual short-term borrowing for cash flow needs. These costs are more than offset by earnings in the county's investment program.

There is no staffing associated with this budget unit.

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>
<b><u>Appropriations</u></b>				
Special Departmental Expense	603,453	1,000,000	365,800	1,000,000
Interest on Notes	3,011,231	5,000,000	1,303,333	5,000,000
Total Appropriation	3,614,684	6,000,000	1,669,133	6,000,000
<b><u>Revenue</u></b>				
Taxes	161,698,014	168,721,430	181,248,889	185,519,184
Use of Money & Property	21,877,860	20,600,000	20,570,838	22,351,000
State Aid	119,451,943	126,773,967	96,390,752	131,770,160
Federal Aid	1,534,280	1,530,275	1,738,951	1,820,799
Current Services	32,781,213	35,180,011	36,399,554	35,249,860
Other	3,590,335	1,430,000	1,979,388	1,430,000
Total Revenue	340,933,645	354,235,683	338,328,372	378,141,003

### TAXES

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>
<b>Property Taxes</b>				
Current Secured, Unsecured and Unitary	121,813,873	125,905,507	132,022,200	137,207,735
Supplemental Tax Roll	4,937,268	4,885,025	6,102,778	5,275,827
Penalty on Current Taxes	1,132,479	1,135,599	1,862,768	1,135,599
Prior Property Taxes/Penalties	3,872,247	5,366,233	6,337,896	5,366,233
<b>Other Taxes</b>				
Sales and Use Tax	15,862,952	16,518,694	16,209,775	17,371,802
Franchise	4,846,384	5,010,000	5,458,526	5,533,000
Property Transfer	7,752,989	8,163,750	11,578,232	11,906,555
Other Taxes	1,479,822	1,736,622	1,676,714	1,722,433
Total Taxes	161,698,014	168,721,430	181,248,889	185,519,184

The county's share of the 1.0% property tax for 2004-05 is estimated to be \$137.2 million. This is based on an estimated 10.4% increase to secured assessed valuation, an 8.0% increase to unsecured assessed valuation, and an unchanged unitary tax roll. Supplemental taxes are expected to increase by 8.0%. Increases have been calculated based on the 2003-04 budgeted amounts.

In addition to property tax, the county is authorized to collect other types of taxes in the unincorporated areas. Sales and use taxes are projected to increase approximately 4.8% over 2003-04 budgeted amounts, plus approximately \$60,000 in additional sales tax revenues from retail outlets opening in the donut hole. Franchise taxes, which are collected primarily from utility company and cable TV revenue, are projected to grow 7.1%, offset by projected revenue losses due to last year's wildfires. Property transfer taxes are expected to increase dramatically due to rising home prices and sales volume activity.

### USE OF MONEY AND PROPERTY - \$22,351,000

Total interest earnings for 2004-05 are projected at \$22.4 million. These earnings will be offset by \$5.0 million in expenses associated with the short-term revenue anticipation notes program (TRANS). The increase in this revenue source is attributable to an estimated increase in interest earnings on the treasury pool.



**STATE AID**

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>
Motor Vehicle In Lieu	117,661,384	124,974,967	94,583,162	129,971,160
Other Aid	1,790,559	1,799,000	1,807,590	1,799,000
Total State Aid	119,451,943	126,773,967	96,390,752	131,770,160

Motor vehicle in-lieu tax is based on vehicle registration fees and new car sales statewide. The majority of these fees are allocated to local governments as general purpose financing. Distribution of these funds is made on the basis of population. In 2002-03 VLF fees to vehicle owners had been reduced by 67.5% by the State, who then backfilled these lost revenues to local governments from the State's general fund. Effective June 20, 2003, the state ceased making these backfill payments and did not resume making these payments again until after October 31, 2003. This resulted in a four-month backfill gap that reduced county revenues by approximately \$35.3 million in 2003-04. The 2004-05 budgeted amount reflects estimated VLF revenues assuming the backfill will be paid through the entire fiscal year. It also assumes a 4.8% revenue increase from the 2003-04 year end estimates excluding revenue impacts caused by the four-month elimination of the backfill.

Other aid consists of a payment from the welfare realignment trust fund, which replaced the state revenue stabilization program, and SB90 reimbursements from the state.

**FEDERAL AID - \$1,820,799**

Under current law, local governments are compensated through various programs for losses to their tax bases due to the presence of most federally owned land. The most widely applicable program is the Payments in Lieu of Taxes (PILT). PILT for the county is budgeted to increase 7.7% over estimated 2003-04 revenues.

**CURRENT SERVICES**

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>
Reimbursement for Indirect Costs	17,282,020	20,847,838	20,847,792	19,661,157
Law Enforcement Services	4,323,386	3,937,000	5,050,623	3,937,000
Sheriff Contract Overhead	1,670,483	1,000,000	1,468,794	1,000,000
SB 813 Cost Reimbursement	2,668,128	2,720,173	2,943,907	3,112,104
Other Services	6,837,196	6,675,000	6,088,438	7,539,599
Total Current Services	32,781,213	35,180,011	36,399,554	35,249,860

Various state and federal grants permit the county to claim certain overhead costs against them. In addition, most fee supported general fund departments and taxing entities, such as the library and Board-governed special districts, are charged for indirect costs incurred in the general fund on their behalf. Reimbursement for indirect costs reflects those recovered allowable costs included in the 2004-05 countywide cost allocation plan (COWCAP).

Law enforcement services reflect the amount estimated to be recovered through the jail booking fee. The budget is based on a fee of \$159.72 on approximately 24,600 bookings. This fee was not increased for 2004-05.

Sheriff contract overhead represents certain county overhead charges recovered through city law enforcement contracts with the Sheriff's Department.

SB 813 cost reimbursement represents allowable charges for administration and operation of the supplemental property tax program. This reimbursement is tied directly to the performance of supplemental property tax revenue.

Other services reflect the property tax administrative fee, which the legislature provided for counties to recover the cost of property assessment and tax collection process from certain other local jurisdictions. This revenue is tied directly to the cost of that collection effort.

**OTHER REVENUE - \$1,430,000**

Other revenue consists of voided warrants issued by the county, projected transfers of unclaimed property tax refunds to the general fund, the county share of vehicle code violation revenue, and other miscellaneous revenues.





## Federal Forest Reserves

### DESCRIPTION OF MAJOR SERVICES

In 1908, Congress enacted a law that requires 25% of the revenues derived from the National Forest System to be given to counties in which the lands are situated for the equal benefit of public schools and roads. Pursuant to Public Law No. 106-393, enacted on October 30, 2000, counties could elect to remain under the 25% Payment Method with fluctuating funding levels or change to the Full Payment Method, that requires these revenues to fund either Title II or Title III projects under the Act. The County elected the Full Payment Method. Title II project funds may be used for the purpose of making additional investments in, and creating additional employment opportunities through projects that improve the maintenance of existing infrastructure, implementing stewardship objectives that enhance forest ecosystems, and restoring and improving land health and water quality. Authorized uses for Title III projects include search, rescue, and emergency services; community service work camps, easement purchases; forest-related educational opportunities; fire prevention and county planning; and community forestry. The State Controller's Office distributes funds to each eligible county according to the agreed upon formula and the counties' election of fund distribution.

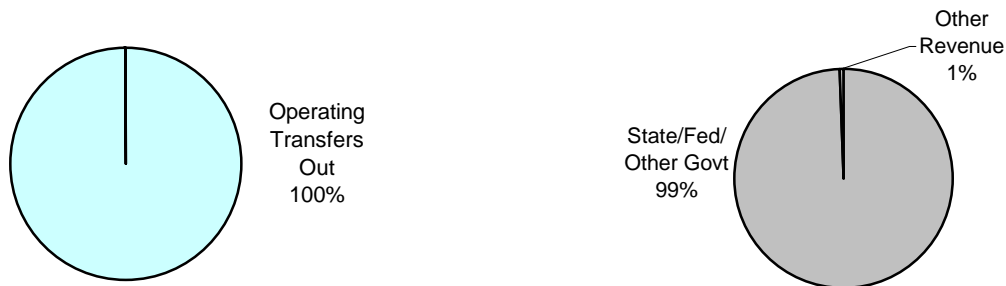
Title III funding is utilized by County Fire Department to develop fire prevention and community forestry projects that are necessary for the protection of people and property.

There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Requirements	-	130,368	130,317	67,546
Departmental Revenue	65,318	65,050	67,145	65,400
Fund Balance		65,318		2,146

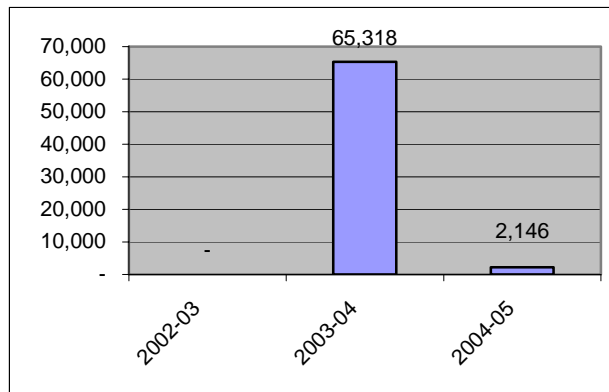
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART







**GROUP: Administrative/Executive**  
**DEPARTMENT: County Administrative Office**  
**FUND: Federal Forest Reserves**

**BUDGET UNIT: SFB CAO**  
**FUNCTION: Public Protection**  
**ACTIVITY: Other Protection**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Operating Transfers Out	130,317	130,368	130,368	(62,822)	67,546
Total Requirements	130,317	130,368	130,368	(62,822)	67,546
<b>Departmental Revenue</b>					
Use of Money and Prop	1,775	50	50	350	400
State, Fed or Gov't Aid	65,370	65,000	65,000	-	65,000
Total Revenue	67,145	65,050	65,050	350	65,400
Fund Balance		65,318	65,318	(63,172)	2,146

**DEPARTMENT: County Administrative Office**  
**FUND: Federal Forest Reserves**  
**BUDGET UNIT: SFB CAO**

**SCHEDULE A**

**MAJOR CHANGES TO THE BUDGET**

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	130,368	65,050	65,318
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	130,368	65,050	65,318
<b>Board Approved Changes to Base Budget</b>	-	(62,822)	350	(63,172)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	67,546	65,400	2,146



DEPARTMENT: County Administrative Office  
 FUND: Federal Forest Reserves  
 BUDGET UNIT: SFB CAO

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Title III-Adjustment to Operating Transfer Outs	-	(62,822)	-	(62,822)
To adjust for 2002-03 Fund Balance appropriation of \$65,318 included in 2003-04 budget. Budgeted appropriations for 2003-04 included fund balance from 2002-03 and projected expenditures for 2003-04 based on anticipated revenue to be received in 2003-04.				
2. Increase in Interest Revenue	-	-	350	(350)
Anticipated revenue increase in 2004-05.				
<b>Total</b>	<u>-</u>	<u>(62,822)</u>	<u>350</u>	<u>(63,172)</u>



## Master Settlement Agreement

### DESCRIPTION OF MAJOR SERVICES

This budget unit accounts for proceeds received from the tobacco lawsuit Master Settlement Agreement (MSA). In late 1998 a settlement was reached in a lawsuit filed by states against the tobacco industry. In California the proceeds of the settlement are to be divided equally between the state and local governments who partnered in the lawsuit. Payments to local governments are based on a formula involving total tobacco sales and each local entity's population.

A majority of the county's total proceeds are used each year to finance a portion of the Arrowhead Regional Medical Center debt.

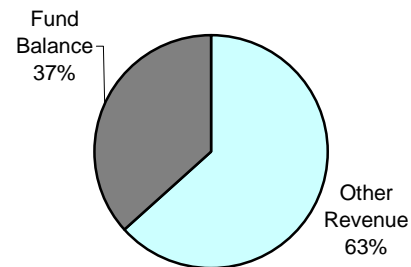
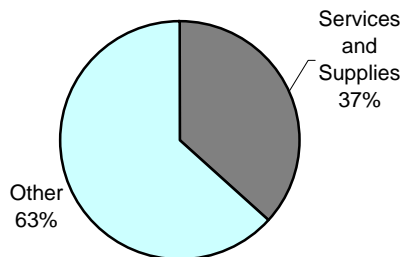
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	18,386,633	27,886,223	17,733,000	29,365,478
Departmental Revenue	21,882,027	17,876,000	18,473,314	18,596,435
Fund Balance		10,010,223		10,769,043

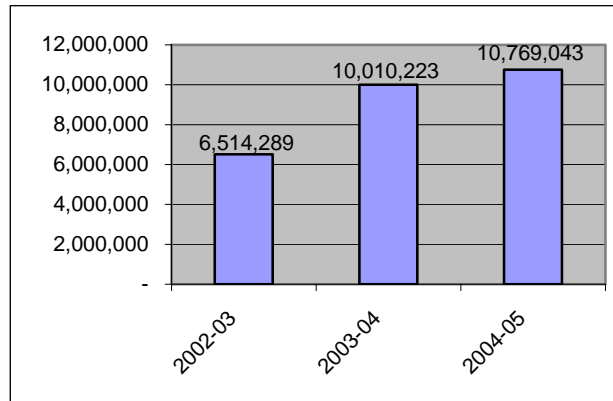
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART





**GROUP: Administrative/Executive**  
**DEPARTMENT: Master Settlement Agreement**  
**FUND: Tobacco Settlement Agreement**

**BUDGET UNIT: RSM MSA**  
**FUNCTION: General**  
**ACTIVITY: Finance**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	-	9,661,775	9,661,775	1,070,703	10,732,478
Contingencies	-	491,448	491,448	(491,448)	-
Total Appropriation	-	10,153,223	10,153,223	579,255	10,732,478
Operating Transfers Out	17,733,000	17,733,000	17,733,000	900,000	18,633,000
Total Requirements	17,733,000	27,886,223	27,886,223	1,479,255	29,365,478
<b><u>Departmental Revenue</u></b>					
Use of Money and Prop	269,155	360,000	360,000	(140,000)	220,000
Other Revenue	18,204,159	17,516,000	17,516,000	860,435	18,376,435
Total Revenue	18,473,314	17,876,000	17,876,000	720,435	18,596,435
Fund Balance		10,010,223	10,010,223	758,820	10,769,043



DEPARTMENT: Master Settlement Agreement  
 FUND: Tobacco Settlement Agreement  
 BUDGET UNIT: RSM MSA

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	27,886,223	17,876,000	10,010,223
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	27,886,223	17,876,000	10,010,223
<b>Board Approved Changes to Base Budget</b>	-	1,479,255	720,435	758,820
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	29,365,478	18,596,435	10,769,043

## SCHEDULE B

DEPARTMENT: Master Settlement Agreement  
 FUND: Tobacco Settlement Agreement  
 BUDGET UNIT: RSM MSA

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Remove Contingency Budget As a result of final fund balance, contingencies were budgeted last fiscal year. These contingencies are not budgeted in the 2004-05 fiscal year to provide greater flexibility within this budget unit.	-	(491,448)	-	(491,448)
2. Increase in available one-time money One-time funds are increased in this budget unit due to increases in prior year revenues and expenditures being less than budgeted causing an increase in fund balance which must be budgeted.	-	1,123,497	-	1,123,497
<b>** Final Budget Adjustment - Fund Balance Services and supplies decreased due to a lower than anticipated fund balance.</b>		<b>(52,794)</b>	<b>-</b>	<b>(52,794)</b>
3. Increase In Operating Transfers Out Increase financing to the General Fund by \$900,000, total financing \$3,633,000, to fund costs in the health related departments.	-	900,000	-	900,000
4. Reduce Budgeted Interest Income Amount budgeted was reduced for 2004-05 based on current interest apportionments.	-	-	(140,000)	140,000
5. Increase in Tobacco Settlement Proceeds Increase in projected annual payment for 2004-05 from Tobacco Settlement based on cigarette consumption projections as of October 2002.	-	-	860,435	(860,435)
<b>Total</b>	<b>-</b>	<b>1,479,255</b>	<b>720,435</b>	<b>758,820</b>

\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.



## Medical Center Lease Payments

### DESCRIPTION OF MAJOR SERVICES

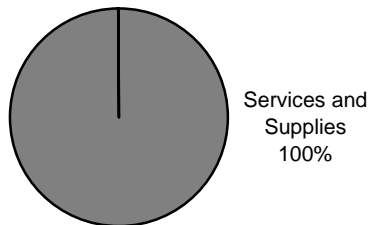
This unit funds the cost of long-term lease payments to the Inland Empire Public Facilities Corporation for the Arrowhead Regional Medical Center (ARMC) facility. Funding sources include state revenues from the SB 1732 – Construction Renovation/Reimbursement Program, operating transfers from ARMC representing Medicare and fee for service revenues, and operating transfers from the general fund backed by realignment revenues and tobacco settlement proceeds.

There is no staffing associated with this budget unit.

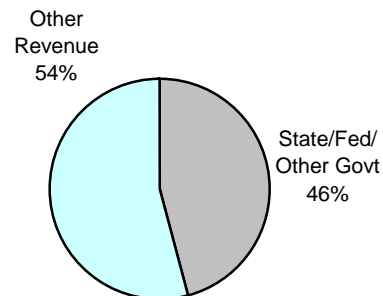
### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	53,023,459	53,158,112	53,519,080	53,385,776
Total Financing Sources	53,023,459	53,158,112	53,519,080	53,385,776
Revenue Over/(Under) Expense	-	-	-	-

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



**GROUP:** Administrative/Executive  
**DEPARTMENT:** Joint Powers Leases  
**FUND:** Medical Center Lease Payment

**BUDGET UNIT:** EMD JPL  
**FUNCTION:** General  
**ACTIVITY:** Property Mgmt

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	53,519,080	53,158,112	53,158,112	227,664	53,385,776
Total Appropriation	53,519,080	53,158,112	53,158,112	227,664	53,385,776
<b><u>Departmental Revenue</u></b>					
State, Fed or Gov't Aid	22,165,895	24,484,009	24,484,009	52,294	24,536,303
Total Revenue	22,165,895	24,484,009	24,484,009	52,294	24,536,303
Operating Transfers In	31,353,185	28,674,103	28,674,103	175,370	28,849,473
Total Financing Sources	53,519,080	53,158,112	53,158,112	227,664	53,385,776
Revenue Over/(Under) Exp	-	-	-	-	-



DEPARTMENT: Joint Powers Leases  
 FUND: Medical Center Lease Payment  
 BUDGET UNIT: EMD JPL

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	-	53,158,112	53,158,112	-
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	53,158,112	53,158,112	-
<b>Board Approved Changes to Base Budget</b>	-	227,664	227,664	-
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	53,385,776	53,385,776	-

## SCHEDULE B

DEPARTMENT: Joint Powers Leases  
 FUND: Medical Center Lease Payment  
 BUDGET UNIT: EMD JPL

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Increase in Expenses Increases to lease payment and associated costs of the bond, such as the annual rating, letter of credit, trust fees and admin fees, offset by a slight decrease in arbitrage expenses.	-	227,664	-	(227,664)
2. Increase in 1732 Reimbursement A portion of the medical center lease payments are reimbursed by the state through the Construction Renovation/Reimbursement Program (SB1732). As the lease payments increase, a corresponding increase is seen in the reimbursement amount.	-	-	52,294	52,294
3. Increase in Realignment A portion of the medical center lease payments are paid for with realignment revenues. This increase in realignment is due to the increase expenses projected for the lease payment fund.	-	-	175,370	175,370
<b>Total</b>	-	227,664	227,664	-



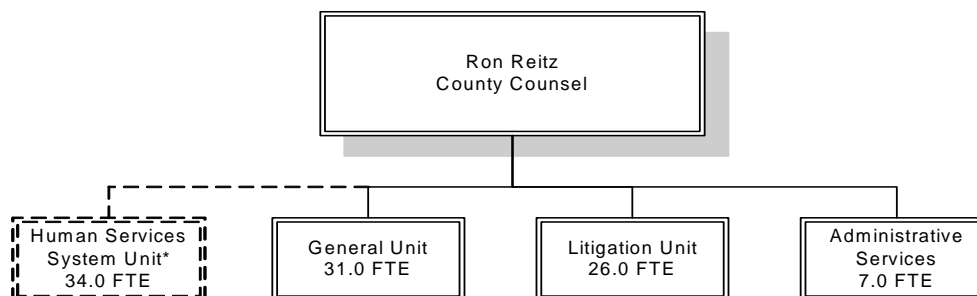
## COUNTY COUNSEL

### Ronald Reitz

#### MISSION STATEMENT

To serve and protect the county, its treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the county in litigation. Legal services shall be performed maintaining the highest professional and ethical standards while fostering high morale and productivity in the work place through collaborative efforts dedicated to continuous improvement.

#### ORGANIZATIONAL CHART



\* These positions are budgeted in the HSS Budget Unit.

#### DESCRIPTION OF MAJOR SERVICES

County Counsel provides civil legal services to the Board of Supervisors, County Administrative Office, county departments, commissions, special districts, and school districts. County Counsel also provides legal services to various joint powers authorities and represents the courts and judges on certain matters. In performing its duties, the County Counsel's Office is divided into three operational units: the Litigation Unit, the Human Services System Unit, and the General Unit.

The Litigation Unit handles tort and civil rights litigation, workers' compensation and code enforcement. This unit is revenue supported. All Litigation Unit clients are billed by the hour for services; the largest client of this Unit is Risk Management.

The next major unit within County Counsel is the Human Services System Unit. The Human Services System Unit is revenue supported through the Human Services System budget. This unit serves the Human Services System departments. A large portion of this unit is dedicated to the litigation of juvenile dependency trial and appellate matters for the Department of Children's Services. All of the juvenile dependency litigation is work mandated by law. The remainder of the staff in this unit serves as general legal counsel, including some litigation, for other HSS related departments and entities, such as departments of Aging and Adult Services, Transitional Assistance, Preschool Services, Jobs and Employment Services, Child Support Services, and the IHSS Public Authority and Children and Families Commission.

The office's general unit mainly provides legal services to departments supported by the general fund even though a substantial portion of the general unit is revenue supported. The revenue supported general unit attorneys are dedicated primarily to providing legal services to county departments (such as Sheriff and Human Resources) and outside governmental entities (such as SANBAG, OMNITRANS, and Special Districts) which pay for all or a significant portion of their legal services. The remaining general unit attorneys and clerical staff are fully supported by the general fund. Therefore, in addition to the County Counsel, Assistant County Counsel and related clerical staff who are also general fund supported, the office's general unit has the only general fund supported attorneys and clerical staff dedicated primarily to providing legal services to the Board of Supervisors, County Administrative Office, and the county departments and other governmental entities that do not reimburse the office for legal services rendered.





## BUDGET AND WORKLOAD HISTORY

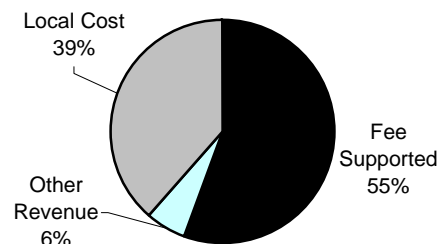
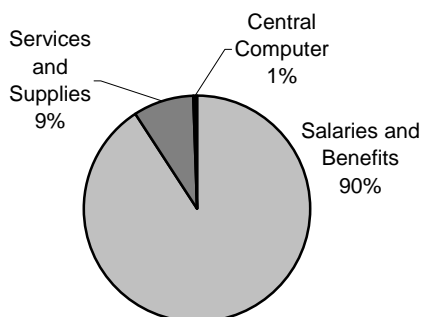
	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	6,453,046	7,102,029	7,042,372	8,577,085
Departmental Revenue	4,250,966	3,777,460	4,097,031	5,256,611
Local Cost	2,202,080	3,324,569	2,945,341	3,320,474
Budgeted Staffing		65.7		65.0

### Workload Indicators

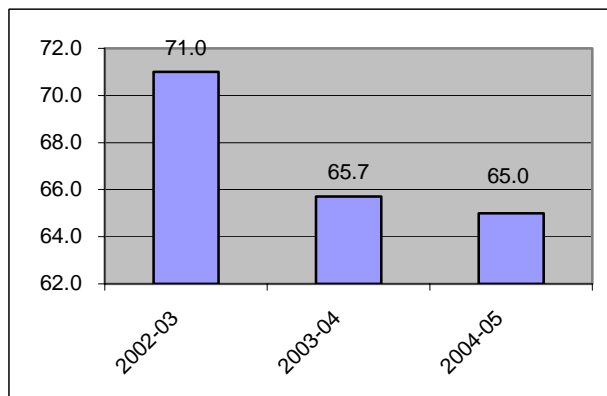
Attorney - Client Hours	74,903	75,200	78,124	76,600
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Revenue variance is due primarily to additional services provided to Transportation/Flood Control and the Human Services System Appeals Unit.

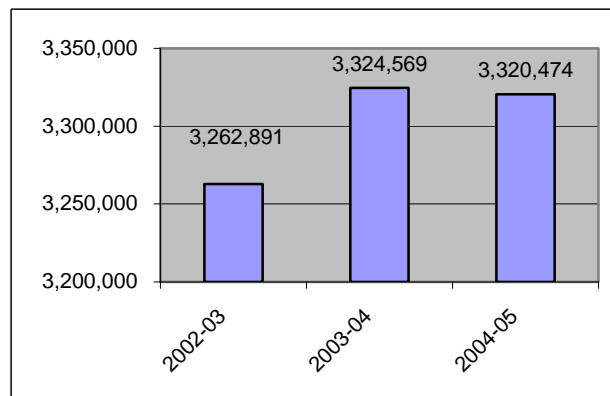
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY    2004-05 BREAKDOWN BY FINANCING SOURCE



**2004-05 STAFFING TREND CHART**



**2004-05 LOCAL COST TREND CHART**



GROUP: Administrative/Executive  
DEPARTMENT: County Counsel  
FUND: General

BUDGET UNIT: AAA CCL  
FUNCTION: General  
ACTIVITY: Counsel

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	6,998,072	7,284,800	7,301,626	466,516	7,768,142
Services and Supplies	658,902	745,437	760,163	(22,998)	737,165
Central Computer	44,901	44,901	59,254	-	59,254
Transfers	12,309	12,309	12,309	215	12,524
Total Exp Authority	7,714,184	8,087,447	8,133,352	443,733	8,577,085
Reimbursements	(671,812)	(985,418)	(985,418)	985,418	-
Total Appropriation	7,042,372	7,102,029	7,147,934	1,429,151	8,577,085
<b>Departmental Revenue</b>					
Current Services	4,097,031	3,777,460	3,777,460	984,151	4,761,611
Other Revenue	-	-	-	495,000	495,000
Other Financing Sources	-	-	-	-	-
Total Revenue	4,097,031	3,777,460	3,777,460	1,479,151	5,256,611
Local Cost	2,945,341	3,324,569	3,370,474	(50,000)	3,320,474
Budgeted Staffing		65.7	60.0	5.0	65.0

DEPARTMENT: County Counsel  
FUND: General  
BUDGET UNIT: AAA CCL

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>65.7</b>	<b>7,102,029</b>	<b>3,777,460</b>	<b>3,324,569</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	415,889	-	415,889
Internal Service Fund Adjustments	-	29,079	-	29,079
<b>Subtotal</b>	<b>-</b>	<b>444,968</b>	<b>-</b>	<b>444,968</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	(1.0)	(68,384)	-	(68,384)
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>(1.0)</b>	<b>(68,384)</b>	<b>-</b>	<b>(68,384)</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(4.7)</b>	<b>(330,679)</b>	<b>-</b>	<b>(330,679)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>60.0</b>	<b>7,147,934</b>	<b>3,777,460</b>	<b>3,370,474</b>
<b>Board Approved Changes to Base Budget</b>	<b>5.0</b>	<b>1,429,151</b>	<b>1,479,151</b>	<b>(50,000)</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>65.0</b>	<b>8,577,085</b>	<b>5,256,611</b>	<b>3,320,474</b>



DEPARTMENT: COUNTY COUNSEL  
 FUND: COUNTY COUNSEL  
 BUDGET UNIT: ADMIN/EXEC

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salary and Benefits Increase is due to step increases and retirement costs. Reclassification of 2.0 Executive Secretary II positions to County Counsel Lead Secretary positions. The positions were currently receiving Sac pay therefore the reclassification has no budgetary impact.	-	21,516	-	21,516
2. Services and Supplies Reduction adjustment to meet County Counsel needs and objectives.	-	(22,998)	-	(22,998)
3. Transfers Adjustment due to increase in EHAP costs.	-	215	-	215
4. GASB 34 - Accounting Adjustment This adjustment reclassifies into the category of charges of current services revenue as outlined in GASB 34. Also, there is a revenue reduction of \$1,267 for billable hours.	-	985,418	984,151	1,267
<b>** Final Budget Adjustment - Fee requests</b>	5.0	445,000	495,000	(50,000)
The Attorney Services fee increase is due to salaries and benefit adjustments in the MOU over the last two years. The appropriation for salary and benefits was increased by \$445,000 which restored staffing and some overtime budget which was cut in previous budget reductions. The fee was increased from \$110 to \$120 in order to recover full costs from outside agencies, such as SANBAG, JPA and etc. This fee generated a revenue increase of \$495,000 which is expected to exceed appropriation resulting in a return of \$50,000 in local cost.				
<b>Total</b>	<b>5.0</b>	<b>1,429,151</b>	<b>1,479,151</b>	<b>(50,000)</b>

**\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**



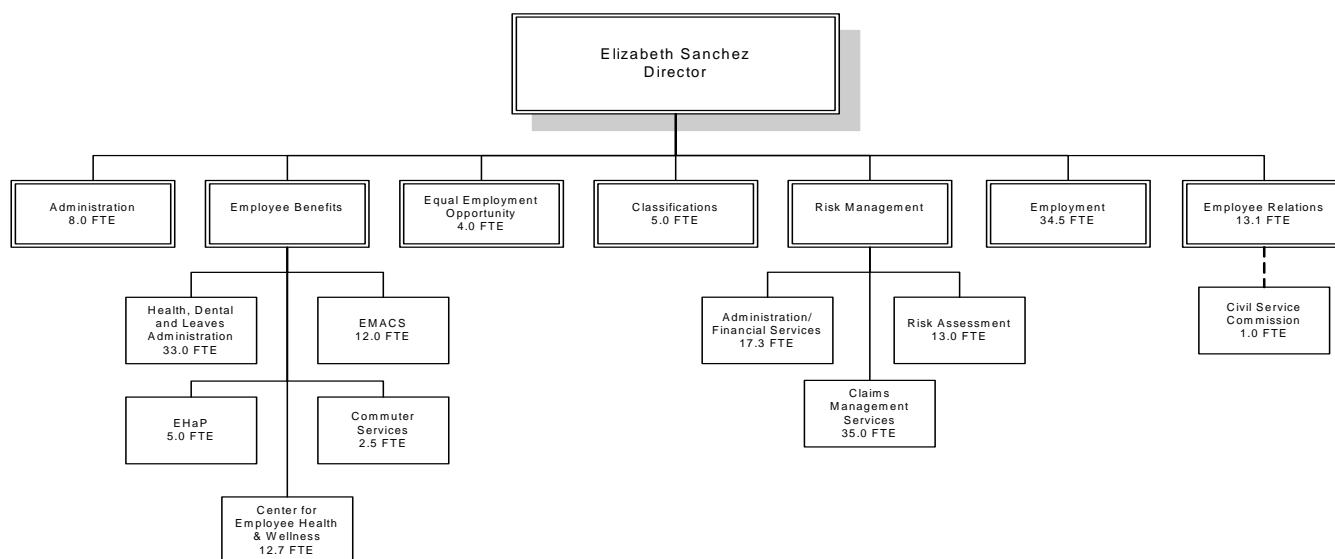
## HUMAN RESOURCES

### Elizabeth Sanchez

#### MISSION STATEMENT

The mission of the Human Resources Department is to build and maintain a healthy, proactive, and highly skilled workforce committed to excellence that reflects the diversity and talent in our community.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Revenue Over/ (Under) Exp
Human Resources	5,380,631	302,500	5,078,131		83.6
The Center for Employee Health and Wellness	35,000	35,000	-		12.7
Unemployment Insurance	4,000,000	-	4,000,000		-
Commuter Services	785,462	395,000		390,462	2.5
Employee Benefits and Services	4,402,162	2,196,000		2,206,162	33.0
Risk Management - Operations	5,164,475	5,164,475			-
Risk Management - Insurance Programs	56,342,535	68,057,000			-
TOTAL	76,110,265	76,149,975	9,078,131	2,596,624	11,714,465

## Human Resources

#### DESCRIPTION OF MAJOR SERVICES

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. Human Resources also shares responsibility, through a partnership with Human Services System, for countywide organizational and employee development and the Management Leadership Academy.



## BUDGET AND WORKLOAD HISTORY

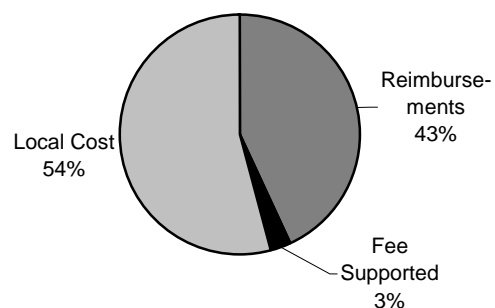
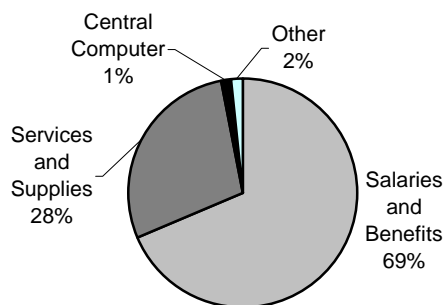
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	7,291,454	8,157,864	7,667,407	5,380,631
Departmental Revenue	3,041,486	3,103,566	2,389,911	302,500
Local Cost	4,249,968	5,054,298	5,277,496	5,078,131
Budgeted Staffing		116.5		83.6

### Workload Indicators

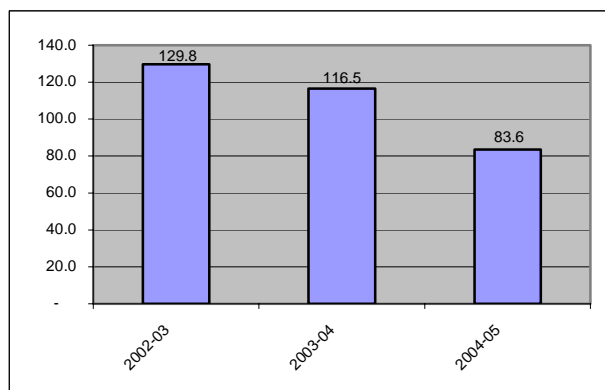
Applications accepted	53,867	93,000	34,569	37,000
Applicants tested	14,422	28,000	14,473	13,000
HR EMACS - WPE and steps processed	-	-	14,851	13,600
HR EMACS - Job Action Requests processed	-	-	11,134	22,300
Nurse care coordination referrals (occupational)	-	-	2,108	2,500
Nurse care coordination referrals (non-occupational)	-	-	1,699	1,800

On December 16, 2003, the Board approved the transfer of 31.0 positions to the Employee Benefits and Services special revenue fund (SDG HRD). Expenditures and revenues related to employee benefit administration are also transferred to the special revenue fund. An additional 2.0 positions (1.5 Public Services Employee and 0.5 Human Resources Analyst I) are deleted due to the 9% cost reduction plan. This is offset by the addition of 0.1 Human Resources Officer II, which is required to assist for vacation coverage and during the upcoming negotiations with the various employee bargaining units.

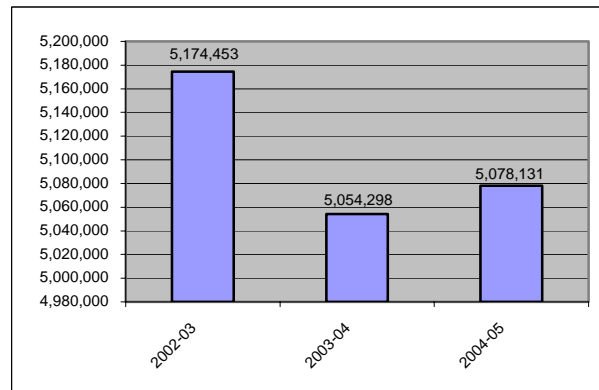
## 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 STAFFING TREND CHART



### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Human Resources  
FUND: General

BUDGET UNIT: AAA HRD  
FUNCTION: General  
ACTIVITY: Personnel

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	7,357,762	7,755,428	6,182,198	291,632	6,473,830
Services and Supplies	3,376,202	3,763,541	2,647,734	-	2,647,734
Central Computer	106,156	106,156	129,093	-	129,093
Equipment	-	20,000	20,000	(20,000)	-
Transfers	183,608	192,686	168,553	-	168,553
Total Exp Authority	11,023,728	11,837,811	9,147,578	271,632	9,419,210
Reimbursements	(3,356,321)	(3,679,947)	(3,594,947)	(443,632)	(4,038,579)
Total Appropriation	7,667,407	8,157,864	5,552,631	(172,000)	5,380,631
<b><u>Departmental Revenue</u></b>					
Current Services	292,380	434,500	434,500	(172,000)	262,500
Other Revenue	-	40,000	40,000	-	40,000
Total Revenue	292,380	474,500	474,500	(172,000)	302,500
Operating Transfers In	2,097,531	2,629,066	-	-	-
Total Financing Sources	2,389,911	3,103,566	474,500	(172,000)	302,500
Local Cost	5,277,496	5,054,298	5,078,131	-	5,078,131
Budgeted Staffing		116.5	83.5	0.1	83.6

DEPARTMENT: Human Resources  
FUND: General  
BUDGET UNIT: AAA HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>116.5</b>	<b>8,157,864</b>	<b>3,103,566</b>	<b>5,054,298</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	460,702	-	460,702
Internal Service Fund Adjustments	-	57,372	-	57,372
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>518,074</b>	<b>-</b>	<b>518,074</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	(31.0)	(2,629,066)	(2,629,066)	-
<b>Subtotal</b>	<b>(31.0)</b>	<b>(2,629,066)</b>	<b>(2,629,066)</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(2.0)</b>	<b>(494,241)</b>	<b>-</b>	<b>(494,241)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>83.5</b>	<b>5,552,631</b>	<b>474,500</b>	<b>5,078,131</b>
<b>Board Approved Changes to Base Budget</b>	<b>0.1</b>	<b>(172,000)</b>	<b>(172,000)</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>83.6</b>	<b>5,380,631</b>	<b>302,500</b>	<b>5,078,131</b>



DEPARTMENT: Human Resources  
 FUND: General  
 BUDGET UNIT: AAA HRD

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Employee Relations staffing Add 0.1 Human Resource Officer I to assist with negotiations and vacation relief.	0.1	13,669	-	13,669
2.	Other staffing costs Adjustments for step increases and expected leave cashouts.		277,963	-	277,963
3.	Fixed asset purchase Cancel purchase of photo ID machine and software.		(20,000)	-	(20,000)
4.	Reimbursements and revenues Adjustments to reimbursements and revenues received from Human Services System Administration and the Employee Benefits (SDG HRD ) and Commuter Services (SDF HRD) special revenue funds for administrative and personnel services.	-	(443,632)	(172,000)	(271,632)
<b>Total</b>		<b>0.1</b>	<b>(172,000)</b>	<b>(172,000)</b>	<b>-</b>



## The Center for Employee Health and Wellness

### DESCRIPTION OF MAJOR SERVICES

The Center for Employee Health and Wellness is responsible for employee and applicant pre-employment and in-service medical examinations, medical records, representing the county in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the county's management on compliance with Occupational Safety and Health Administration (OSHA) regulations and occupational medical problems. The program had been financed through the county's workers' compensation insurance sub fund. Since 2001-02, the program has been financed by direct reimbursements from county departments with costs allocated on the basis of budgeted staffing.

### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	639,991	30,000	(15,337)	35,000
Departmental Revenue	784,736	30,000	37,616	35,000
Local Cost	(144,745)	-	(52,953)	-
Budgeted Staffing		13.0		12.7

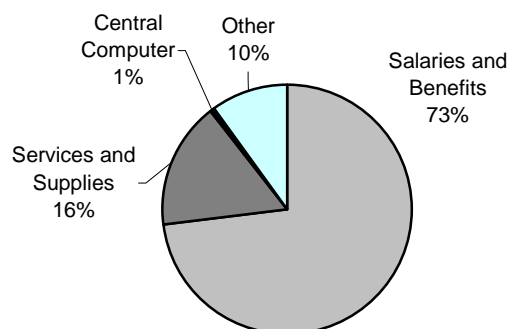
#### Workload Indicators

Preplacement Physicals	2,604	2,500	2,469	2,100
Fitness-For-Duty Exams	32	30	26	30
Work Injury/Illness Exams	1,727	1,600	1,898	1,700
Other Exams	7,378	7,800	6,433	6,100

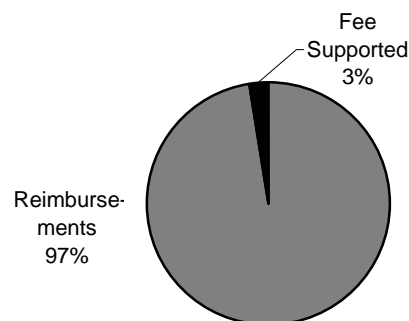
In 2004-05, staffing is reduced by 0.3 Contract Occupational Physician. Services and supplies as well as reimbursements are increased to reflect an agreement with the Sheriff's Department Training Academy to provide on-site first aid for Sheriff Academy participants.

In December 2004, as part of the County's ongoing efforts to consolidate services, the Center for Employee Health and Wellness will re-locate to the Arrowhead Regional Medical Center (ARMC). The move is expected to result in savings due to reduced contract costs by enabling The Center to utilize ARMC on-site services (e.g. pharmacy, x-rays, etc.). There will also be ongoing facility lease cost savings of approximately \$130,000 per year; however, in 2004-05, savings are expected to be minimal due to the contractually required payment of unamortized tenant improvements.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

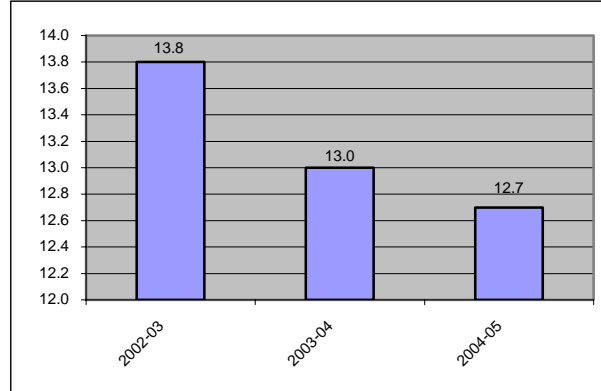


### 2004-05 BREAKDOWN BY FINANCING SOURCE





### 2004-05 STAFFING TREND CHART



**GROUP:** Administrative/Executive  
**DEPARTMENT:** Employee Health and Wellness  
**FUND:** General

**BUDGET UNIT:** AAA OCH  
**FUNCTION:** General  
**ACTIVITY:** Personnel

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	852,643	966,454	1,042,208	(32,395)	1,009,813
Services and Supplies	151,115	144,202	154,183	72,933	227,116
Central Computer	7,249	7,249	8,020	-	8,020
Transfers	168,836	168,779	168,779	(32,128)	136,651
Total Exp Authority	1,179,843	1,286,684	1,373,190	8,410	1,381,600
Reimbursements	(1,195,180)	(1,256,684)	(1,343,190)	(3,410)	(1,346,600)
Total Appropriation	(15,337)	30,000	30,000	5,000	35,000
<b>Departmental Revenue</b>					
Current Services	37,616	30,000	30,000	5,000	35,000
Total Revenue	37,616	30,000	30,000	5,000	35,000
Local Cost	(52,953)	-	-	-	-
Budgeted Staffing		13.0	13.0	(0.3)	12.7

**DEPARTMENT:** Employee Health and Wellness  
**FUND:** General  
**BUDGET UNIT:** AAA OCH

**SCHEDULE A**

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>13.0</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>13.0</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>Board Approved Changes to Base Budget</b>	<b>(0.3)</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>12.7</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>



DEPARTMENT: Employee Health and Wellness  
 FUND: General  
 BUDGET UNIT: AAA OCH

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Reduction of 0.3 Contract Occupational Physicians, which results in a corresponding decrease in reimbursements.	(0.3)	-	-	-
2. Cost adjustments The Center intends to vacate its current leased facility by December 31, 2004 and move to ARMC, which will reduce annual leasing costs by \$130,000; however, in 2004-05, in addition to six months of lease payments, there will be a charge for unamortized tenant improvements.	-	-	-	-
3. Current services Increased revenue to reflect additional services provided to other governmental agencies. This is offset by a reduction in direct charges to county departments.	-	5,000	5,000	-
<b>Total</b>	<b>(0.3)</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>



## Unemployment Insurance

### DESCRIPTION OF MAJOR SERVICES

This is a mandated program based upon a 1978 amendment to the California Unemployment Insurance Code extending unemployment insurance benefits to all public employees. Management's objective for the program is cost containment. Unemployment insurance claims filed by former county employees are monitored, reviewed for eligibility, and challenged when appropriate to prevent abuse of the program.

There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

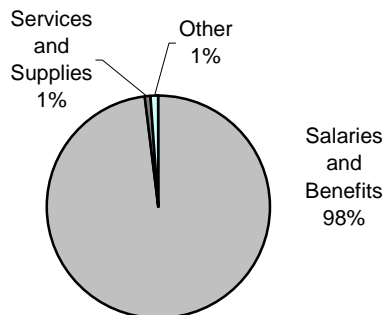
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	2,529,061	2,700,000	3,694,366	4,000,000
Local Cost	2,529,061	2,700,000	3,694,366	4,000,000

#### Workload Indicators

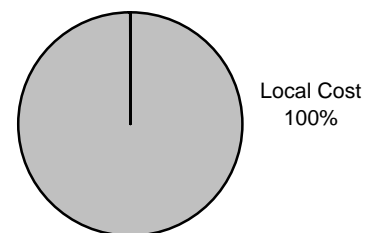
Unemployment Insurance Claims Paid	-	-	1,719	1,600
Total Protestable Claims	-	-	374	300
Protestable Claims Ruled in the County's Favor	-	-	118	150
Maximum Weekly Benefit	-	-	410	450

In 2003-04, estimated costs are significantly more than budgeted due to an increase in the number of claims, which is attributable in part to the countywide reduction of public services employees and increased unemployment benefits. In 2004-05, budgeted appropriation is increased to reflect the expected trend of rising claims costs, which is due mainly to increased unemployment benefits.

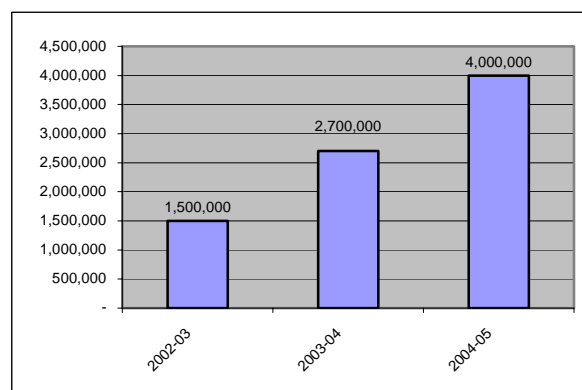
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Unemployment Insurance  
 FUND: General

BUDGET UNIT: AAA UNI  
 FUNCTION: General  
 ACTIVITY: Personnel

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	3,632,866	2,625,000	3,925,000	-	3,925,000
Services and Supplies	11,500	25,000	25,000	-	25,000
Transfers	50,000	50,000	50,000	-	50,000
Total Appropriation	3,694,366	2,700,000	4,000,000	-	4,000,000
Local Cost	3,694,366	2,700,000	4,000,000	-	4,000,000

DEPARTMENT: Unemployment Insurance  
 FUND: General  
 BUDGET UNIT: AAA UNI

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	2,700,000	-	2,700,000
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	1,300,000	-	1,300,000
<b>Subtotal</b>	-	1,300,000	-	1,300,000
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	4,000,000	-	4,000,000
<b>Board Approved Changes to Base Budget</b>	-	-	-	-
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	4,000,000	-	4,000,000



## Commuter Services

### DESCRIPTION OF MAJOR SERVICES

The Commuter Services fund was established to account for funds received under AB 2766 to finance mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the district. This fund receives AB 2766 funding from both the South Coast Air Quality Management District (SCAQMD) and the Mojave Desert Air Quality Management District (MDAQMD).

### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	258,348	891,034	440,299	785,462
Departmental Revenue	352,576	506,000	445,726	395,000
Fund Balance		385,034		390,462
Budgeted Staffing		3.5		2.5

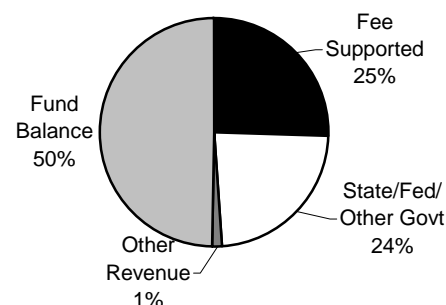
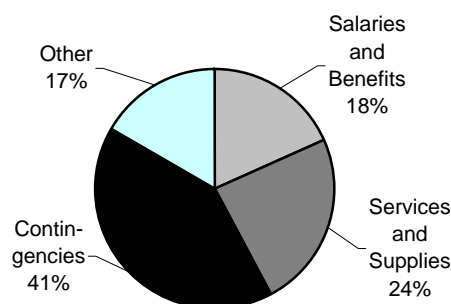
#### Workload Indicators

Number of Vanpools	-	16	22	17
Number of Vanpool Participants	-	115	134	120
Number of Participants Utilizing All Modes of Rideshare	-	1,100	907	1,100

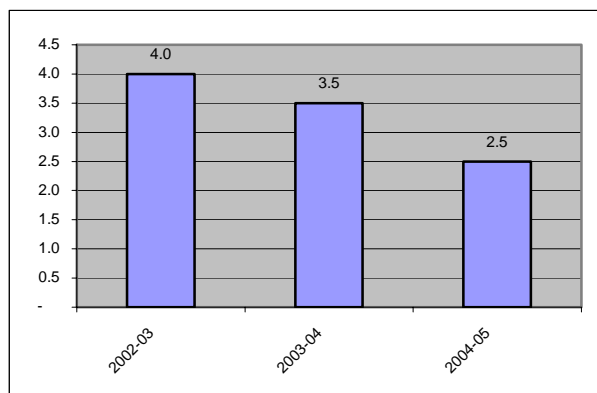
Pursuant to Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

In 2004-05, staffing is reduced by 1.0 Commuter Services Manager. Program oversight will be provided by staff in the Human Resources Department budget (AAA HRD). Transfers to AAA HRD are increased to reflect the reimbursement of direct services; however, there is expected to be an overall cost savings to the program of approximately \$60,000 per year.

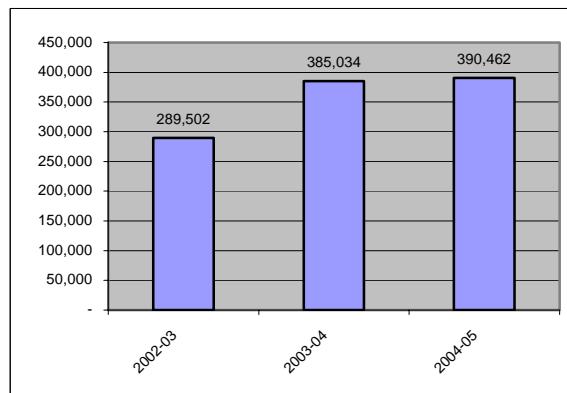
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 FUND BALANCE TREND CHART



**GROUP: Administrative/Executive**  
**DEPARTMENT: Human Resources**  
**FUND: Commuter Services**

**BUDGET UNIT: SDF HRD**  
**FUNCTION: General**  
**ACTIVITY: Personnel**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	249,382	249,352	264,715	(121,520)	143,195
Services and Supplies	170,224	238,862	239,164	(51,226)	187,938
Transfers	20,693	35,693	35,693	94,974	130,667
Contingencies	-	367,127	367,127	(43,465)	323,662
<b>Total Appropriation</b>	<b>440,299</b>	<b>891,034</b>	<b>906,699</b>	<b>(121,237)</b>	<b>785,462</b>
<b>Departmental Revenue</b>					
Use of Money and Prop	6,437	16,000	16,000	(6,000)	10,000
State, Fed or Gov't Aid	380,083	285,000	285,000	(100,000)	185,000
Current Services	59,206	205,000	205,000	(5,000)	200,000
<b>Total Revenue</b>	<b>445,726</b>	<b>506,000</b>	<b>506,000</b>	<b>(111,000)</b>	<b>395,000</b>
<b>Fund Balance</b>		<b>385,034</b>	<b>400,699</b>	<b>(10,237)</b>	<b>390,462</b>
<b>Budgeted Staffing</b>		<b>3.5</b>	<b>3.5</b>	<b>(1.0)</b>	<b>2.5</b>

**DEPARTMENT: Human Resources**  
**FUND: Commuter Services**  
**BUDGET UNIT: SDF HRD**

**SCHEDULE A**

**MAJOR CHANGES TO THE BUDGET**

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	<b>3.5</b>	<b>891,034</b>	<b>506,000</b>	<b>385,034</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	15,363	-	15,363
Internal Service Fund Adjustments	-	302	-	302
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>15,665</b>	<b>-</b>	<b>15,665</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>				
	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>3.5</b>	<b>906,699</b>	<b>506,000</b>	<b>400,699</b>
<b>Board Approved Changes to Base Budget</b>	<b>(1.0)</b>	<b>(121,237)</b>	<b>(111,000)</b>	<b>(10,237)</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>2.5</b>	<b>785,462</b>	<b>395,000</b>	<b>390,462</b>



DEPARTMENT: Human Resources  
 FUND: Commuter Services  
 BUDGET UNIT: SDF HRD

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Delete position Delete 1.0 Commuter Services Manager position and increase transfers to AAA HRD.	(1.0)	(26,546)	-	(26,546)
2.	Reduce services and supplies and loss of revenue Adjustments due to change in van pool participation.	-	(51,226)	(111,000)	59,774
3.	Fund balance Contingencies adjustment for estimated fund balance.	-	(111,022)	-	(111,022)
**	<b>Final Budget Adjustment - Fund Balance</b> Contingencies increased due to higher than anticipated fund balance.	-	<b>67,557</b>	-	<b>67,557</b>
<b>Total</b>		<b>(1.0)</b>	<b>(121,237)</b>	<b>(111,000)</b>	<b>(10,237)</b>

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.



## Employee Benefits and Services

### DESCRIPTION OF MAJOR SERVICES

Employee Benefits and Services, under the direction of the Human Resources Department, administers the county's health, dental, vision, and life insurance plans as well as its integrated leave programs.

### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	2,419,579	3,335,953	2,097,531	4,402,162
Departmental Revenue	2,084,771	2,072,000	3,039,740	2,196,000
Fund Balance		1,263,953		2,206,162
Budgeted Staffing		-		33.0

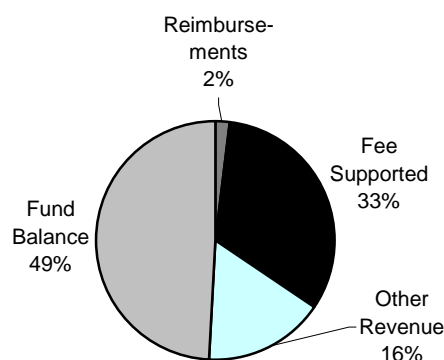
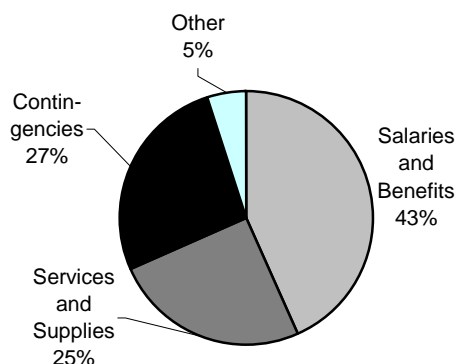
#### Workload Indicators

Salary Savings Plan Participants	-	-	18,044	20,000
Health Plan Participants	-	-	28,309	24,000
Dental Plan Participants	-	-	34,452	27,000
Vision Plan Participants	-	-	17,963	17,500
Retiree Health Plan Participants	-	-	1,644	2,200
Retiree Dental Plan Participants	-	-	804	1,100
Flexible Spending Account (FSA) Claims	-	-	5,547	7,000
Short Term Disability Cases	-	-	1,190	1,600

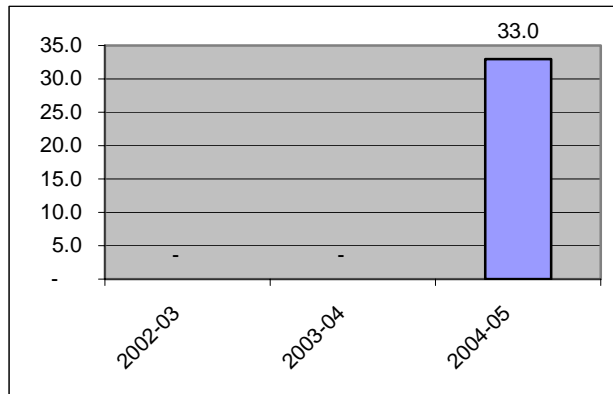
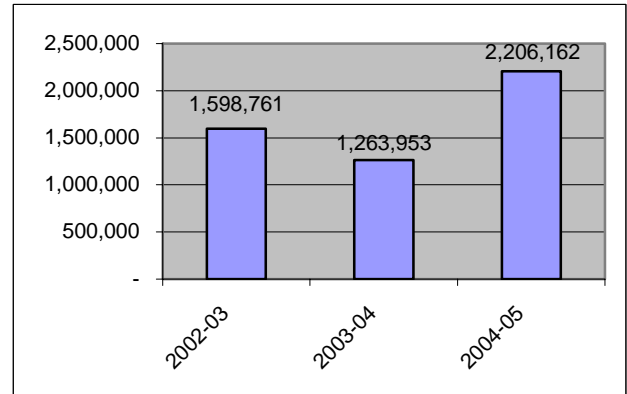
Pursuant to Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Beginning in 2002-03, administrative fees and other revenues used to finance the administration of employee benefits were consolidated into this fund. In 2004-05, expenditures related to the administration of employee benefit programs will be included as part of this fund as well. Prior to 2004-05, expenditures were included as part of the Human Resources Department budget (AAA HRD) and revenues received in this fund were subsequently transferred to AAA HRD to reimburse actual costs.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE





**2004-05 STAFFING TREND CHART****2004-05 FUND BALANCE TREND CHART**

**GROUP:** Administrative/Executive  
**DEPARTMENT:** Human Resources  
**FUND:** Employee Benefits and Services

**BUDGET UNIT:** SDG HRD  
**FUNCTION:** General  
**ACTIVITY:** Personnel

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	-	-	1,948,586	-	1,948,586
Services and Supplies	-	-	1,112,890	-	1,112,890
Transfers	-	-	129,126	96,200	225,326
Contingencies	-	706,887	706,887	493,473	1,200,360
Total Exp Authority	-	706,887	3,897,489	589,673	4,487,162
Reimbursements	-	-	(85,000)	-	(85,000)
Total Appropriation	-	706,887	3,812,489	589,673	4,402,162
Operating Transfers Out	2,097,531	2,629,066	-	-	-
Total Requirements	2,097,531	3,335,953	3,812,489	589,673	4,402,162
<b><u>Departmental Revenue</u></b>					
Use of Money and Prop	95,549	150,000	150,000	-	150,000
Current Services	1,744,099	1,337,000	1,337,000	124,000	1,461,000
Other Revenue	1,200,092	585,000	585,000	-	585,000
Total Revenue	3,039,740	2,072,000	2,072,000	124,000	2,196,000
Fund Balance		1,263,953	1,740,489	465,673	2,206,162
Budgeted Staffing		-	33.0	-	33.0



DEPARTMENT: Human Resources  
 FUND: Employee Benefits and Services  
 BUDGET UNIT: SDG HRD

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	3,335,953	2,072,000	1,263,953
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	33.0	476,536	-	476,536
<b>Subtotal</b>	33.0	476,536	-	476,536
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	33.0	3,812,489	2,072,000	1,740,489
<b>Board Approved Changes to Base Budget</b>	-	589,673	124,000	465,673
<b>TOTAL 2004-05 FINAL BUDGET</b>	33.0	4,402,162	2,196,000	2,206,162

DEPARTMENT: Human Resources  
 FUND: Employee Benefits and Services  
 BUDGET UNIT: SDG HRD

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Transfers Administrative support paid to AAA HRD.		96,200	-	96,200
2. Other revenue MOU with Courts for services provided.	-	-	124,000	(124,000)
3. Fund balance Contingencies adjustment for estimated fund balance.	-	1,062,848	-	1,062,848
<b>** Final Budget Adjustment - Fund Balance</b> Contingencies decreased due to lower than anticipated fund balance.	-	(569,375)	-	(569,375)
<b>Total</b>	-	589,673	124,000	465,673

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.



## Risk Management - Operations

### DESCRIPTION OF MAJOR SERVICES

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

### BUDGET AND WORKLOAD HISTORY

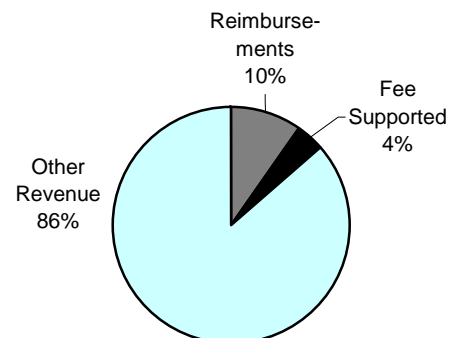
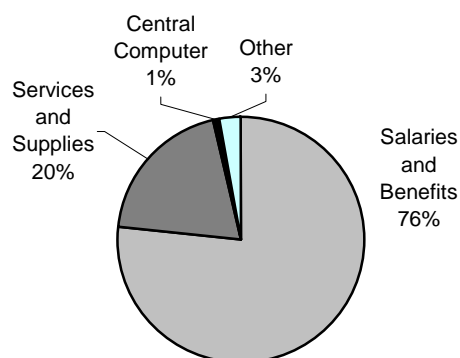
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	4,365,635	4,614,219	4,958,155	5,164,475
Departmental Revenue	4,532,581	4,614,219	4,810,196	5,164,475
Revenue Over/(Under) Expense	166,946	-	(147,959)	-
Budgeted Staffing		65.0		65.3
Fixed Assets	-	-	-	-
Unrestricted Net Assets Available at Year End	127,308		(99,381)	

#### Workload Indicators

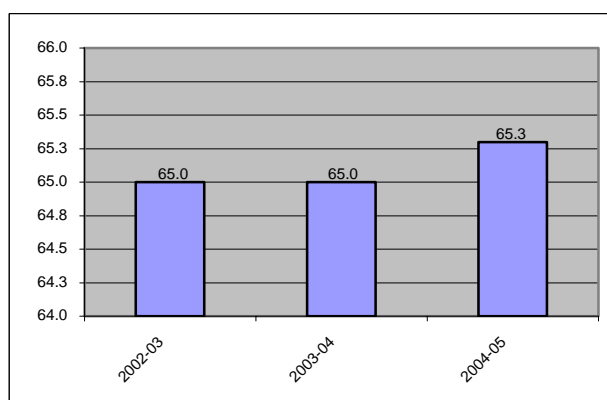
Average Cost of a Closed WC Indemnity Claim	19,500	-	21,270	19,000
Average Cost of a Closed Liability Claim	6,979	-	8,184	6,500
Preventable Vehicle Accident Rate Per Million Miles Driven	8	-	6	7
Percent of WC Claimants Ranking Treatment (Professional and Courteous) as Good or Excellent	89	-	90	91
Percent of WC Claimants Ranking Return of Phone Calls Promptly as Good or Excellent	86	-	87	88
Percent of WC Claimants Ranking Explanation of Benefits as Good or Excellent	86	-	87	88

In 2004-05 Risk Management changed its workload indicators to the list presented here. The intent of the change is to provide information that will better illustrate the overall effectiveness of the county's risk management program.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 STAFFING TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Human Resources  
FUND: Risk Mgmt - Operations

BUDGET UNIT: IBP RMG  
FUNCTION: General  
ACTIVITY: Insurance programs

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	3,839,085	4,098,495	4,383,309	-	4,383,309
Services and Supplies	856,019	849,175	1,187,986	(57,311)	1,130,675
Central Computer	36,273	38,345	47,779	-	47,779
Transfers	143,469	143,469	144,589	16,800	161,389
Total Exp Authority	4,874,846	5,129,484	5,763,663	(40,511)	5,723,152
Reimbursements	(515,265)	(515,265)	(558,677)	-	(558,677)
Total Appropriation	4,359,581	4,614,219	5,204,986	(40,511)	5,164,475
Operating Transfers Out	598,574	-	-	-	-
Total Requirements	4,958,155	4,614,219	5,204,986	(40,511)	5,164,475
<b>Departmental Revenue</b>					
Use of Money and Prop	49,183	70,000	70,000	(15,000)	55,000
State, Fed or Gov't Aid	1,925	-	-	-	-
Current Services	439,869	225,000	225,000	-	225,000
Total Revenue	490,977	295,000	295,000	(15,000)	280,000
Operating Transfers In	4,319,219	4,319,219	4,909,986	(25,511)	4,884,475
Total Financing Sources	4,810,196	4,614,219	5,204,986	(40,511)	5,164,475
Revenue Over/(Under) Exp	(147,959)	-	-	-	-
Budgeted Staffing		65.0	65.3	-	65.3

The increase in salaries and benefits includes the addition of 0.3 Contract Risk Manager for the period necessary to hire and transition a new Risk Manager after the March 31, 2004 retirement of the incumbent. Services and supplies are increased \$281,500. This is due primarily to increased COWCAP charges of \$326,611, which is offset by reductions in various categories including training, equipment, and office supplies.

DEPARTMENT: Human Resources  
FUND: Risk Mgmt - Operations  
BUDGET UNIT: IBP RMG

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>65.0</b>	<b>4,614,219</b>	<b>4,614,219</b>	<b>-</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	223,286	223,286	-
Internal Service Fund Adjustments	-	21,634	21,634	-
Prop 172	-	-	-	-
Other Required Adjustments	-	327,731	327,731	-
<b>Subtotal</b>	<b>-</b>	<b>572,651</b>	<b>572,651</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	0.3	18,116	18,116	-
<b>Subtotal</b>	<b>0.3</b>	<b>18,116</b>	<b>18,116</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>65.3</b>	<b>5,204,986</b>	<b>5,204,986</b>	<b>-</b>
<b>Board Approved Changes to Base Budget</b>	<b>-</b>	<b>(40,511)</b>	<b>(40,511)</b>	<b>-</b>
<b>TOTAL 2004-05 TOTAL BUDGET</b>	<b>65.3</b>	<b>5,164,475</b>	<b>5,164,475</b>	<b>-</b>



DEPARTMENT: Human Resources  
 FUND: Risk Mgmt - Operations  
 BUDGET UNIT: IBP RMG

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Services and supplies Adjustment to reflect expected decrease in utilization of services and supplies including contract services, training, supplies, and office equipment.	-	(57,311)	-	57,311
2. Transfers Adjustment for increased cost of administrative support provided by AAA HRD.	-	16,800	-	(16,800)
3. Revenue adjustments Adjustment for expected decrease in interest revenue and operating transfers-in.	-	-	(40,511)	(40,511)
<b>Total</b>	-	(40,511)	(40,511)	-



## Risk Management – Insurance Programs

### DESCRIPTION OF MAJOR SERVICES

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured and its insured insurance programs. All programs are paid from self-insurance funds, which are financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Self-insurance and insured programs include auto liability, property, surety, comprehensive auto, law enforcement liability, workers' compensation, aircraft liability, airport liability, environmental liability, medical malpractice, and general liability. Revenue over expense is used to meet actuarially determined claims reserve requirements.

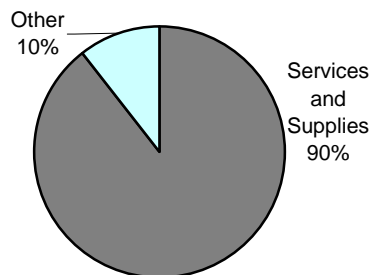
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

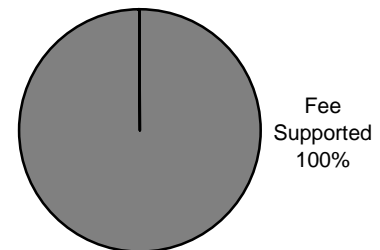
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	63,913,420	47,652,314	56,585,885	56,342,535
Departmental Revenue	59,995,178	49,002,994	50,845,461	68,057,000
Revenue Over/(Under) Expense	(3,918,242)	1,350,680	(5,740,424)	11,714,465
Fixed Assets	-	-	-	-
Unrestricted Net Assets Available at Year End	(45,743,854)		(52,676,264)	

On January 27, 2004, the Board approved Risk Management rate adjustments for 2004-05, which will increase revenues approximately \$19.1 million. These increases are necessary for Risk Management to meet the Five Year Recovery Plan goal of bringing each of the various self-insured sub fund balances to a 70% marginally acceptable funding level by June 30, 2008.

#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

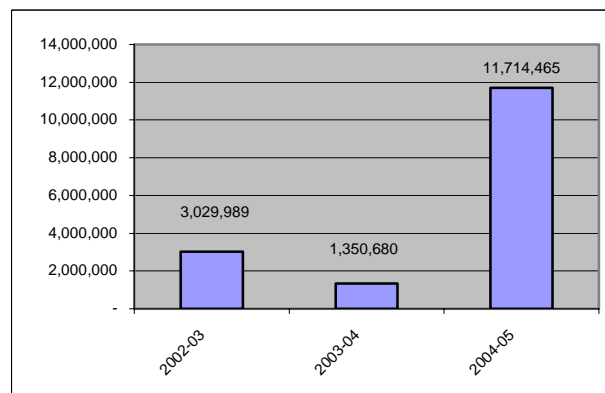


#### 2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$11,714,465.

#### 2004-05 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services  
DEPARTMENT: Human Resources  
FUND: Risk Mgmt - Ins Programs

BUDGET UNIT: Various RMG  
FUNCTION: General  
ACTIVITY: Insurance programs

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	48,565,383	43,196,095	50,449,383	-	50,449,383
Other Charges	311,969	137,000	450,000	-	450,000
Transfers	515,265	-	558,677	-	558,677
Total Appropriation	49,392,617	43,333,095	51,458,060	-	51,458,060
Operating Transfers Out	7,193,268	4,319,219	4,884,475	-	4,884,475
Total Requirements	56,585,885	47,652,314	56,342,535	-	56,342,535
<b>Departmental Revenue</b>					
Use of Money and Prop	223,706	268,800	-	-	-
Current Services	47,196,390	48,164,694	68,057,000	-	68,057,000
Other Revenue	30,444	46,500	-	-	-
Total Revenue	47,450,540	48,479,994	68,057,000	-	68,057,000
Operating Transfers In	3,394,921	523,000	-	-	-
Total Financing Sources	50,845,461	49,002,994	68,057,000	-	68,057,000
Revenue Over/(Under) Exp	(5,740,424)	1,350,680	11,714,465	-	11,714,465

DEPARTMENT: Human Resources  
FUND: Risk Mgmt - Ins Programs  
BUDGET UNIT: Various RMG

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	-	47,652,314	49,002,994	1,350,680
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	8,690,221	19,054,006	10,363,785
<b>Subtotal</b>	-	8,690,221	19,054,006	10,363,785
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	56,342,535	68,057,000	11,714,465
<b>Board Approved Changes to Base Budget</b>	-	-	-	-
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	56,342,535	68,057,000	11,714,465



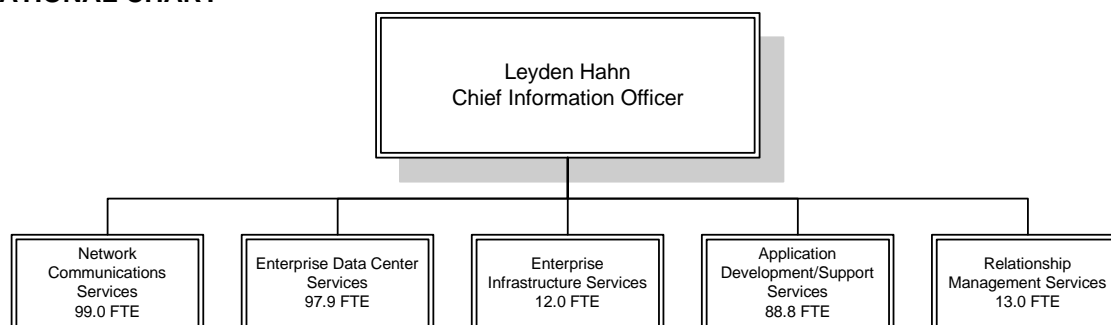
## INFORMATION SERVICES DEPARTMENT

### Leyden Hahn

#### MISSION STATEMENT

To continually provide technology support and leadership that remains innovative, flexible and meaningful to County departments while focusing on the professional growth of the Information Services Team.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Application Development Division	9,342,373	3,755,256	5,587,117		77.3
Emerging Technology Division	1,447,618	245,320	1,202,298		14.0
Computer Operations	21,039,905	18,288,930		(2,750,975)	127.4
Network Services	16,379,146	16,379,146		-	93.0
<b>TOTAL</b>	<b>48,209,042</b>	<b>38,668,652</b>	<b>6,789,415</b>	<b>(2,750,975)</b>	<b>311.7</b>

#### DESCRIPTION OF MAJOR SERVICES FOR ALL BUDGET UNITS

The Information Services Division (ISD) provides five major services, Communications, Application Development/Support, Relationship Management, Enterprise Data Center and Enterprise Infrastructure. Each service plays an intricate role in supporting county departments and together they provide the citizens of San Bernardino County such things as the Public Safety Radio System, which provides enhanced communications between all public safety agencies in the county.

**Network Communications Services** provide for the design, operation, maintenance and administration of the largest county operated telecommunications phone network in the country, the county's Regional Public Safety Radio System that integrates all countywide police, sheriff, and fire radio dispatch capabilities, the paging system consisting of over 7,000 pagers and the Wide Area Network that securely joins approximately 18,000 county users together for the efficient use of technology. ISD manages a countywide microwave system (64 sites) that helps provide transport capabilities for each of the individual systems listed below.

- The telecommunications phone network is comprised of 60 Northern Telecom digital PBX switches and more than 200 electronic key systems. With few exceptions, our telephone equipment interconnects approximately 19,000 county employees without relying on service from the commercial telephone companies. For a county as geographically large as San Bernardino, a substantial cost savings is realized from handling our telephone calls on our own privately operated network (on-net). This Network interfaces with four major commercial telephone companies and two diverse long distance carriers for interrelata, interstate, and international calling. It offers inbound 800 services, giving the Public toll-free access to a number of county agencies, a variety of voice processing services (voice mail, automated attendant, voice forms, and integrated voice response), and network calling cards aimed at providing noticeable savings by employees while traveling.





- The Regional Public Safety Radio System is a dynamic countywide system serving the communications needs of public safety and some outside agencies. Each user can effectively communicate with other users in their group without fear of interference or channel contention, as is common with conventional radio systems. Although the system is made up of 11 separate trunked radio sub-systems and 8 conventional technology sub-systems, ISD has been able to tie them together into one large countywide system serving the public whenever law enforcement, fire or other public safety individuals must communicate jointly. The recent fires in our county are a good example of when this system is invaluable.
- The Paging System provides low cost paging in the entire southern part of the state for our employees on the job and is made possible by a multi-site paging system managed by ISD. The system is secure for Public Safety and less costly than traditional alternatives.
- The Wide Area Network (WAN) is comprised of over 275 routers or ATM switches serving all areas of the county and all departments of the county as well as some affiliated agencies that interact with the county. Providing service from Chino to Needles, Trona to the Morongo Basin and all points in between ISD is able to cover over 650 diverse geographical locations and provide connectivity across 20,000+ square miles of the county.

The WAN has made it possible for the county to implement such cost saving measures as Video Arraignment which allows for the timely, mandated, arraignment of persons arrested without transporting them to and from the jail facilities and courtrooms located around the county and countywide video conferencing which allows for staff to hold meetings and training "on-line" and avoid timely and costly travel time by staff.

**Application Development/Support Services** provide support for county departments as they develop, enhance, and maintain business applications on a variety of hardware and software platforms. These applications include the county's enterprise accounting, payroll, budget, personnel, document imaging, public web sites, geographical information system and many other business line systems. ISD consults with many departments to find more cost effective ways of doing business and often provides business process reviews, cost analysis, and overall recommendations in the acquisition and integration of new systems. Departments supported include Probation, District Attorney, Sheriff, Public Works, Auditor Controller, Behavioral Health, Human Resources and many others.

**Enterprise Data Center Services** provide for the design, operation, maintenance and administration of the county's enterprise data center which includes server management for over 160 servers, integrated document imaging infrastructure for digitizing paper records, and print operations for bulk printing functions required by the county.

- Server Management provides the county with a cost effective way to manage large or small-scale systems by leveraging a shared but secure architecture for departmental systems. Departments are provided with a stable 24/7 environment to run critical applications and ISD provides the systems programming, support, and systems/database administration necessary to achieve high availability to county users. Additionally, ISD is able to host vendor maintained systems physically and provide a collaborative approach to the department in achieving good security and operational performance. Departments supported include Probation, District Attorney, Sheriff, Public Works, Auditor Controller, Welfare, Behavioral Health, and many others.
- Integrated Document Imaging infrastructure provides complete support for document capture, imaging, content services (electronic document management), and automated workflow solutions for business applications within the county. The service includes monitoring and maintaining the desktop capture system as well as custom application code supporting the customer's ability to populate their repository with business content. The ISD Team maintains certified professionally trained staff to manage and monitor both the central imaging server repository and the desktop associated with it.
- Print Operations provide specialized bulk printing for the county including tax bills, warrants, tax sales books, financial and personnel reports along with many others required by departments. Print Operations currently completes many critical jobs on a regularly scheduled basis and last year printed a total of 29 million impressions.

**Enterprise Infrastructure Services** provide the county with global email, security direction, technology policies and procedures along with some technical services that are the foundation of how desktops communicate and function across the county from one department to another.

- Email Services connects 50 departments with approximately 13,000 users and provide all the information that one would see in Microsoft Outlook (email, calendaring, contacts, tasks, etc.). Departments rely on this key collaboration tool to perform their daily tasks and communicate with one another in a more productive way.
- On a monthly basis ISD is handling over 9 million emails of which 900,000 come from the Internet; filtering out 24,000 SPAM messages and eliminating over 8,000 virus attacks.
- Technology Policies and Procedures are created by ISD with the help of county departments to effectively manage technology and provide guidelines for proper use of the systems. For example, Internet, email, etc.
- Security Services include monitoring global risk factors, responding to security events such as virus or hacking attempts and provides the resources necessary to assist departments in performing technology security evaluations and general security assessments.

**Relationship Management Services** provide an interface for departments in dealing with ISD to ensure that their technology and business objectives are understood and dealt with appropriately. To accomplish this ISD created a Technology Support Center to handle service requests along with assigning IT Account Representative to better understand the business needs of all county departments/agencies.

- Technology Support Center serves to proactively monitor countywide infrastructure for problems and handles more than 78,000 calls from county users a year. The Help Desk can often solve many simple issues like system access or password resets along with first level support for the Microsoft Office suite of products.
- IT Account Representatives serve departments in many ways but perhaps most importantly they can act as a single point of contact to connect departments with the wide breadth of Technology Services offered by ISD. The Account Representative acts as a technology consultant, helping to make buy versus build decisions, assisting in contract negotiations, serving on RFP evaluation committees, and even delivering equipment or documents when necessary. These individuals act as the customer advocate within ISD to ensure customer expectations are being achieved.

## Application Development

### DESCRIPTION OF MAJOR SERVICES

Information Services' Application Development Division provides, develops, enhances, and maintains business applications on a variety of hardware and software platforms. These applications include the county's enterprise accounting, payroll, budget, personnel, document imaging, public web sites, geographical information system and many other business line systems. ISD consults with many Departments to find more cost effective ways of doing business and often provides business process reviews, cost analysis, and overall recommendations in the acquisition and integration of new systems.

### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	10,475,663	10,136,609	9,785,021	9,342,373
Departmental Revenue	5,447,268	4,480,501	4,472,303	3,755,256
Local Cost	5,028,395	5,656,108	5,312,718	5,587,117
Budgeted Staffing		93.8		77.3

#### Workload Indicators

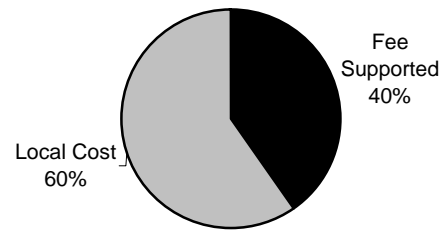
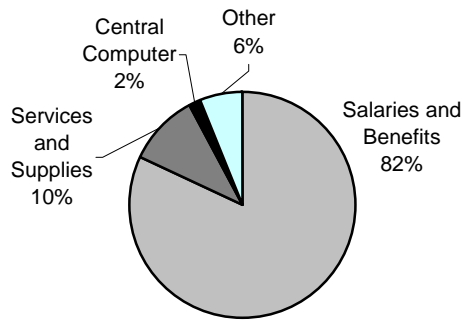
Project Hours	128,881	127,400	114,284	114,200
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Variance between actual and budget for 2003-04 is mainly due to cautious hiring of vacant budgeted positions. This was a result of the state budget crisis that resulted in salary saving of approximately \$157,000.

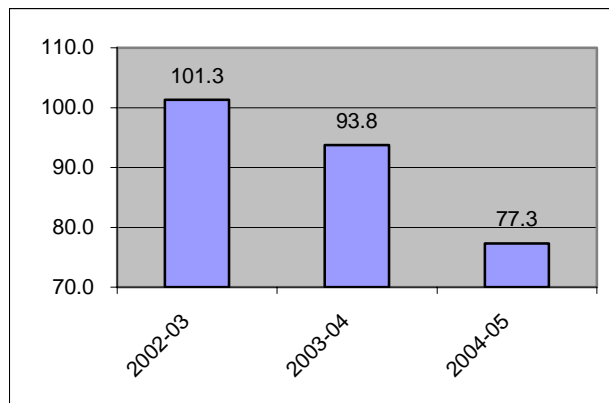


## 2004-05 BREAKDOWN BY EXPENDURE AUTHORITY

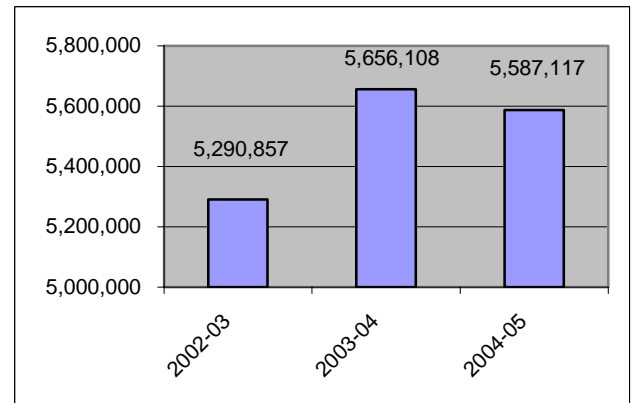
## 2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: ISD Application Development  
FUND: General

BUDGET UNIT: AAA SDD  
FUNCTION: General  
ACTIVITY: Other

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	8,128,686	8,480,261	8,317,987	(661,063)	7,656,924
Services and Supplies	1,136,868	1,136,881	1,164,250	(203,071)	961,179
Central Computer	90,327	90,327	156,241	-	156,241
Transfers	429,140	429,140	429,140	138,889	568,029
Total Appropriation	9,785,021	10,136,609	10,067,618	(725,245)	9,342,373
<b>Departmental Revenue</b>					
Current Services	4,472,303	4,480,501	4,480,501	(725,245)	3,755,256
Total Revenue	4,472,303	4,480,501	4,480,501	(725,245)	3,755,256
Local Cost	5,312,718	5,656,108	5,587,117	-	5,587,117
Budgeted Staffing		93.8	85.8	(8.5)	77.3



DEPARTMENT: ISD Application Development  
 FUND: General  
 BUDGET UNIT: AAA SDD

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>93.8</b>	<b>10,136,609</b>	<b>4,480,501</b>	<b>5,656,108</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	525,911	-	525,911
Internal Service Fund Adjustments	-	93,283	-	93,283
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>619,194</b>	<b>-</b>	<b>619,194</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	(2.0)	(193,752)	-	(193,752)
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>(2.0)</b>	<b>(193,752)</b>	<b>-</b>	<b>(193,752)</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(6.0)</b>	<b>(494,433)</b>	<b>-</b>	<b>(494,433)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>85.8</b>	<b>10,067,618</b>	<b>4,480,501</b>	<b>5,587,117</b>
<b>Board Approved Changes to Base Budget</b>	<b>(8.5)</b>	<b>(725,245)</b>	<b>(725,245)</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>77.3</b>	<b>9,342,373</b>	<b>3,755,256</b>	<b>5,587,117</b>

DEPARTMENT: ISD Application Development  
 FUND: General  
 BUDGET UNIT: AAA SDD

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries & Benefits Reduced staff to accommodate for reduced service revenues. To meet these revenue reductions, ISD plans to eliminate funding for approximately (8.5) positions including (3) filled Team Leaders, (1) filled Secretary, (2) Clerks (one filled and one vacant), (1) filled Programmer Analyst III, (1) vacant Programmer III position and (.5) reduction in overtime usage. These reductions will expand the span of control of supervision, which could impact the quality of work being performed and overall work performance efficiency of this unit.	(8.5)	(595,552)	-	(595,552)
2. Services & Supplies Reduced expenditures in telephone services, communication network services, electronic equipment maintenance, software purchases, inventoriable equipment, especially training, general office expense, distributed data processing equipments, professional & special services, general maintenance and travel to offset inflation increases and help balance budget and lower revenues.	-	(203,071)	-	(203,071)
3. Transfer Central administration cost allocation increase due to increases in steps, for employees in the administration group. Transferred local cost of \$65,511 from Emerging Technology to Systems Development to better manage the departments needs.	-	138,889	-	138,889
4. Revenues Reduction in projected revenues due to reduced services primarily from Board of Retirement, ARMC, Behavioral Health, HSS, and Transportation/Flood Control. These reductions results from departments installing new business system applications for which ongoing support is provided by the vendor.	-	-	(725,245)	725,245
<b>** Final Budget Adjustment</b> Transfer funding of \$65,511 in salary and benefits to restore the Geographic Information System (GIS) technician position in AAA ETD in order to ensure timely updating of information in the GIS date base.	-	(65,511)	-	(65,511)
<b>Total</b>	<b>(8.5)</b>	<b>(725,245)</b>	<b>(725,245)</b>	<b>-</b>

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.



## Emerging Technology

### DESCRIPTION OF MAJOR SERVICES

The Emerging Technology's division (ETD) researches, evaluates and recommends technology-oriented products and solutions with the focus of improving internal county processes as well as enabling electronic access by the public to county services. ETD is responsible for the county's E-Government initiative and maintains the internal and external county web sites. Through the Geographic Information Management System (GIMS), ETD also provides mapping products and geography-based application services for both county departments and the public.

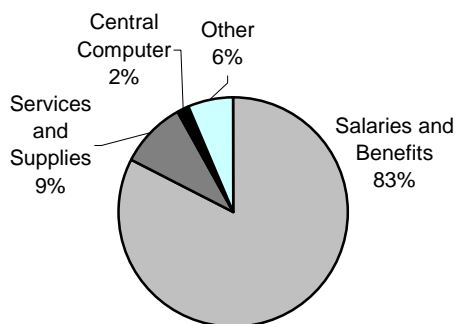
### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	1,569,049	1,593,869	1,453,497	1,447,618
Departmental Revenue	248,095	274,900	241,792	245,320
Local Cost	1,320,954	1,318,969	1,211,705	1,202,298
Budgeted Staffing		15.2		14.0

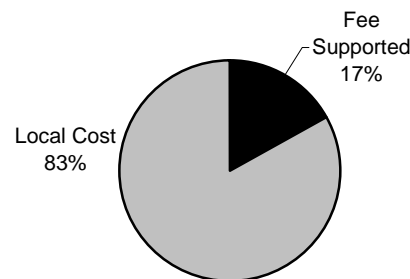
#### Workload Indicators

ET Major Projects	12	7	8	6
GIS Application Projects	41	36	25	22
GIS Mapping Projects	330	280	406	320
Street Network: Segments maintained	150,037	165,000	133,703	157,000
Parcel Basemap: Parcels maintained	308,895	458,900	465,094	745,000

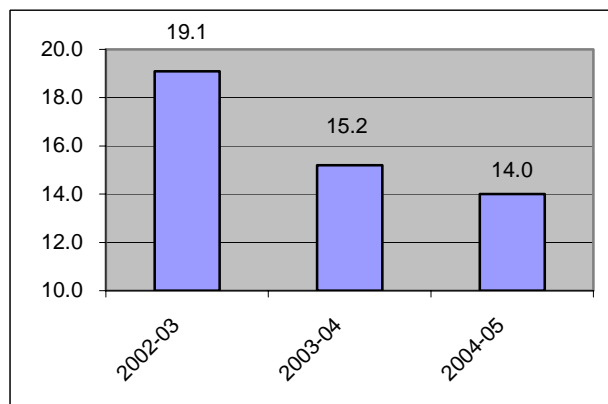
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



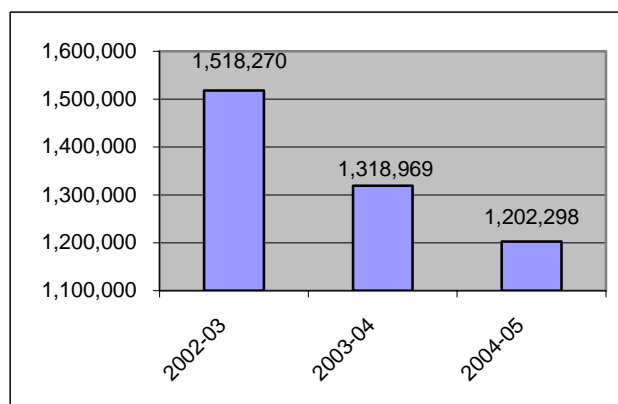
### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 STAFFING TREND CHART



### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: ISD Emerging Technology  
 FUND: General

BUDGET UNIT: AAA ETD  
 FUNCTION: General  
 ACTIVITY: Other

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	1,138,308	1,207,769	1,165,478	28,237	1,193,715
Services and Supplies	214,276	260,178	193,918	(57,886)	136,032
Central Computer	8,345	8,345	25,225	-	25,225
Other Charges	83	250	250	(250)	-
Equipment	-	25,000	-	-	-
L/P Equipment	4,458	4,300	4,300	(4,300)	-
Transfers	88,027	88,027	88,027	4,619	92,646
Total Appropriation	1,453,497	1,593,869	1,477,198	(29,580)	1,447,618
<b>Departmental Revenue</b>					
Current Services	241,792	274,900	274,900	(29,580)	245,320
Total Revenue	241,792	274,900	274,900	(29,580)	245,320
Local Cost	1,211,705	1,318,969	1,202,298	-	1,202,298
Budgeted Staffing		15.2	13.2	0.8	14.0

DEPARTMENT: ISD Emerging Technology  
 FUND: General  
 BUDGET UNIT: AAA ETD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>15.2</b>	<b>1,593,869</b>	<b>274,900</b>	<b>1,318,969</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	75,259	-	75,259
Internal Service Fund Adjustments	-	(3,687)	-	(3,687)
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>71,572</b>	<b>-</b>	<b>71,572</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	(70,693)	-	(70,693)
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>(70,693)</b>	<b>-</b>	<b>(70,693)</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(2.0)</b>	<b>(117,550)</b>	<b>-</b>	<b>(117,550)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>13.2</b>	<b>1,477,198</b>	<b>274,900</b>	<b>1,202,298</b>
<b>Board Approved Changes to Base Budget</b>	<b>0.8</b>	<b>(29,580)</b>	<b>(29,580)</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>14.0</b>	<b>1,447,618</b>	<b>245,320</b>	<b>1,202,298</b>



DEPARTMENT: ISD Emerging Technology  
 FUND: General  
 BUDGET UNIT: AAA ETD

## SCHEDULE C

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries & Benefits Reduction in overtime to help balance expenditures in local cost.	(0.2)	(37,274)	-	(37,274)
2. Services & Supplies Reduce expenditures for Inventoriable equipment, training, general office, management & technical services, professional & special services and travel expenses as a cost saving measure to offset reduced revenues.	-	(57,886)	-	(57,886)
3. Other Charges Equipment lease-purchase (interest expense) is fully paid and there is no new lease purchases.	-	(250)	-	(250)
4. Lease-Purchase Equipment Equipment lease-purchase (principal) is fully paid and there is no new lease purchases.	-	(4,300)	-	(4,300)
5. Transfer Central administration cost allocation increased by \$70,130 reflecting increases in steps for employees in the administration group. Transferred local cost of \$65,511 from Emerging Technology to Systems Development to better manage Systems Development's budget Unit.	-	4,619	-	4,619
6. Revenue Projected decrease in services of customers for Street Network and numerous ETD/GIS project.	-	-	(29,580)	29,580
<b>** Final Budget Adjustment</b> Restoration of 1.0 Geographic Information System (GIS) technician position was restored in order to ensure timely updating of the GIS database. Salary and benefits appropriation was increased by \$65,511.	<b>1.0</b>	<b>65,511</b>	<b>-</b>	<b>65,511</b>
<b>Total</b>	<b>0.8</b>	<b>(29,580)</b>	<b>(29,580)</b>	<b>-</b>

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.



## Computer Operations

### DESCRIPTION OF MAJOR SERVICES

The Computer Operations Division works to provide Enterprise Data Center Services and part of the county's communications services. The division is comprised of five sections: Technology Production Control, Integrated Document Management, Wide Area Network, Local Area Network and Systems Support Services. The division supports county departments on a 24/7 basis.

Technology Operations Production Control Services is tasked with the administration and support of the county's enterprise servers, departmental mid-range computers, and over 160 client server computer systems. The section is responsible for maintaining a stabilized environment for the enterprise data center, cross system platform automation, report distribution and disaster recovery.

The Integrated Document Management Section operates the integrated document management, document conversion, data entry and microfilm for the county. The Systems Support Section centralizes and physically consolidates the infrastructure and administration to support the efficient management of countywide servers.

The Wide Area Network (WAN) section provides the communications infrastructure for interconnecting all county departments and provides support for approximately 18,000 users.

The Computer Operations budget unit is an Internal Service Fund (ISF). As an ISF net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

### BUDGET AND WORKLOAD HISTORY

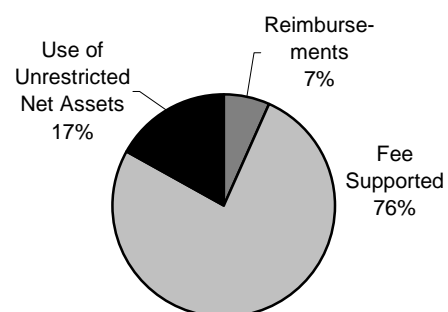
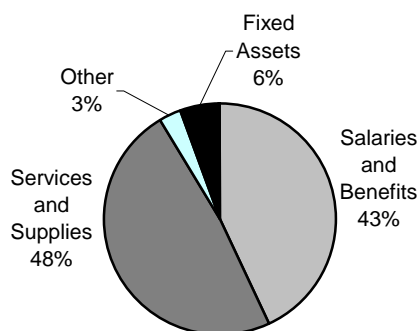
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	16,996,973	19,031,142	18,582,163	21,039,905
Departmental Revenue	20,078,073	15,981,129	15,591,310	18,288,930
Revenue Over/(Under) Expense	3,081,100	(3,050,013)	(2,990,853)	(2,750,975)
Budgeted Staffing		125.4		127.4
Fixed Assets	1,030,042	1,522,046	413,665	1,311,709
Unrestricted Net Assets Available at Year End	10,124,537		6,944,963	
<b><u>Workload Indicators</u></b>				
CPU Hours processed	-	17,902	19,124	17,010
EMACS Warrants processed	-	370	366	368
WAN Connections	-	509,746	493,165	501,697
EMACS Warrants processed	-	14,697	14,295	13,430
Email Accounts	-	23,600	12,845	21,400
TPS/LAS Billable Hours	-	78,621	76,168	92,773

Expense variance between actual and budget for 2003-04 results from vacant position salary savings and reduced expenditures for fixed asset equipment purchases. Revenue variance is due to decrease in desktop support services and reduction in data entry keypunch services related to change in business programs of customers.

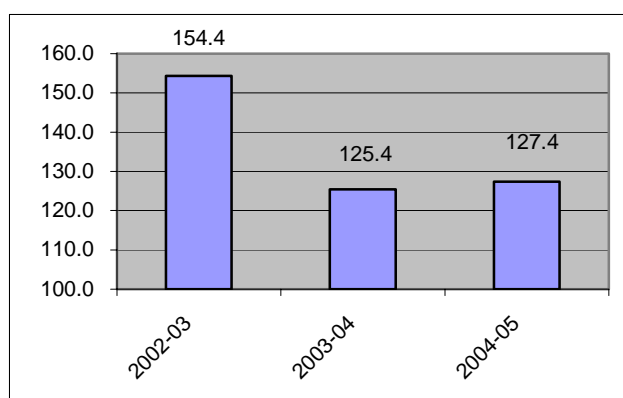




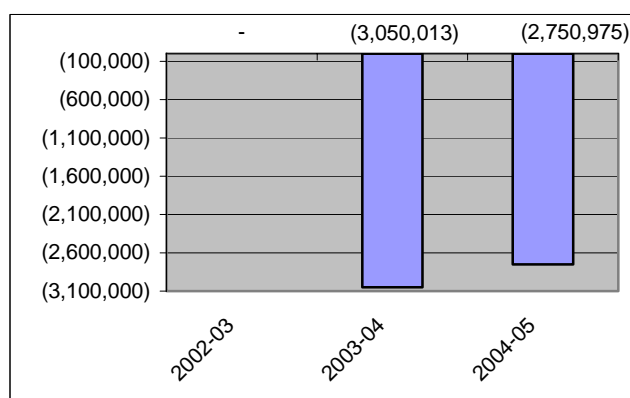
# 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



## 2004-05 STAFFING TREND CHART



## 2004-05 REVENUE OVER/(UNDER) TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Internal Services  
FUND: Computer Operations

BUDGET UNIT: IAJ ALL  
FUNCTION: General  
ACTIVITY: Other

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	8,854,811	9,032,873	9,587,411	473,699	10,061,110
Services and Supplies	10,543,112	10,371,401	10,371,401	895,193	11,266,594
Other Charges	11,349	28,295	28,295	(26,461)	1,834
Transfers	661,085	661,085	661,085	8,378	669,463
Total Exp Authority	20,070,357	20,093,654	20,648,192	1,350,809	21,999,001
Reimbursements	(1,488,194)	(1,495,142)	(1,495,142)	(112,954)	(1,608,096)
Total Appropriation	18,582,163	18,598,512	19,153,050	1,237,855	20,390,905
Depreciation	-	432,630	432,630	216,370	649,000
Total Requirements	18,582,163	19,031,142	19,585,680	1,454,225	21,039,905
<b>Departmental Revenue</b>					
Current Services	15,582,972	15,981,129	16,535,667	1,753,263	18,288,930
Other Revenue	38	-	-	-	-
Other Financing Sources	8,300	-	-	-	-
Total Revenue	15,591,310	15,981,129	16,535,667	1,753,263	18,288,930
Revenue Over/(Under) Exp	(2,990,853)	(3,050,013)	(3,050,013)	299,038	(2,750,975)
Budgeted Staffing		125.4	125.4	2.0	127.4
<b>Fixed Assets</b>					
Equipment	122,201	1,230,582	1,230,582	-	1,230,582
L/P Equipment	291,464	291,464	291,464	(210,337)	81,127
Total Fixed Assets	413,665	1,522,046	1,522,046	(210,337)	1,311,709



DEPARTMENT: Internal Services  
 FUND: Computer Operations  
 BUDGET UNIT: IAJ ALL

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>125.4</b>	<b>19,031,142</b>	<b>15,981,129</b>	<b>(3,050,013)</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	554,538	554,538	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>554,538</b>	<b>554,538</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>125.4</b>	<b>19,585,680</b>	<b>16,535,667</b>	<b>(3,050,013)</b>
<b>Board Approved Changes to Base Budget</b>	<b>2.0</b>	<b>1,454,225</b>	<b>1,753,263</b>	<b>299,038</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>127.4</b>	<b>21,039,905</b>	<b>18,288,930</b>	<b>(2,750,975)</b>
<b>2003-04 FINAL FIXED ASSETS</b>		<b>1,522,046</b>		
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items		-		
<b>Impacts to Fixed Assets Due to State Budget Cuts</b>		-		
<b>Department Recommended Changes in Fixed Assets</b>		<b>(210,337)</b>		
<b>TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET</b>		<b>1,311,709</b>		



DEPARTMENT: Internal Services  
 FUND: Computer Operations  
 BUDGET UNIT: IAJ ALL

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits Increase of \$275,797 for step increases, overtime, stand-by and on-call services. These additional hours reflect trends in support of department critical telecommunication systems which are based on higher salary cost of employees.		275,797	-	(275,797)
2. Services and supplies Increase services of \$2,163,203 from ESRI for the final year of the GIS Parcel Base Map services.  Computer Operations ISF is projecting a reduction of \$1,640,058 expenditures in the following areas: usage of local and long distance services; purchase of paper, training, insurance, office expenses, travel, vehicle services and COWCAP.  Cost increase of \$103,276 associated with license and support of existing computer systems software.  Cost increase of \$268,772 for computer systems hardware maintenance and Cisco network routers maintenance.		895,193	-	(895,193)
3. Other Charges The equipment lease purchase loan interest portion of the lease purchase is decreased to reflect loans that were fully paid in 2003-04.	-	(26,461)	-	26,461
4. Transfers Reflects increased building cost for custodial, building repairs and security services at 670 East Gilbert St. facility.	-	8,378	-	(8,378)
5. Reimbursements Increased to include higher cost allocation to operating division in ISD for centrally funded administration overhead cost related to step increases and inflation increases for services and supply items.	-	(112,954)	-	112,954
6. Depreciation Depreciation expense increase to reflect full year depreciation on equipment purchased from previous budget year and new equipment purchases planned for 2004-05.	-	216,370	-	(216,370)
10. Revenues Service program revenue increase of \$2,712,300 related to restoration of service rates reflecting completion of one time return of surplus retained earning that are offset by reduced revenues of approximated \$1,156,639 from social services reductions, departmental desktop support, and Special Districts.	-	-	1,555,361	1,555,361
<b>** Final Budget Adjustments- Mid Year</b> The addition of two Business System Analysts III's are needed to support the Auditor Controllers Office. These positions are needed to translate the recording process into business and functional requirements and identify and provide the business rules, quality standards, policies and procedures to enable the title companies to submit their documents electronically. Positions will be reimbursed by the Modernization Special revenue fund (AAA SDW) for \$197,902. Salary and Benefit appropriation increased by \$197,902.	2.0	197,902	197,902	-
<b>Total</b>	<u>2.0</u>	<u>1,454,225</u>	<u>1,753,263</u>	<u>299,038</u>

## DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Fixed Asset Lease-Purchases The principal payment portion of lease purchase loans is decreased to reflect loans that were fully paid in FY2003-04.	(210,337)
<b>Total</b>	<u>(210,337)</u>

**\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**



## Network Services

### DESCRIPTION OF MAJOR SERVICES

Information Services' Network Services Division provides communication and infrastructure services to the county. The division provides for the design, operation, maintenance and administration of the largest county operated telecommunications phone network in the country with approximately 20,000 telephones in service, the county's Regional Public Safety Radio system that integrates all countywide police, sheriff, and fire radio dispatch capabilities, the paging system consisting of over 7,000 pagers and the county's microwave transport network consisting of 64 separate sites.

The Network Services budget unit is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

### BUDGET AND WORKLOAD HISTORY

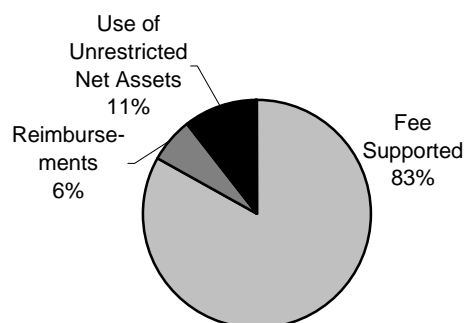
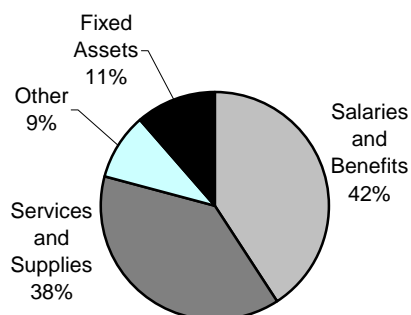
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	17,298,461	16,845,334	14,608,634	16,379,146
Departmental Revenue	18,180,206	16,845,334	17,448,781	16,379,146
Revenue Over/(Under) Expense	881,745	-	2,840,147	-
Budgeted Staffing		93.0		93.0
Fixed Assets	1,847,824	2,491,319	912,188	2,106,886
Unrestricted Net Assets Available at Year End	963,116		2,121,987	

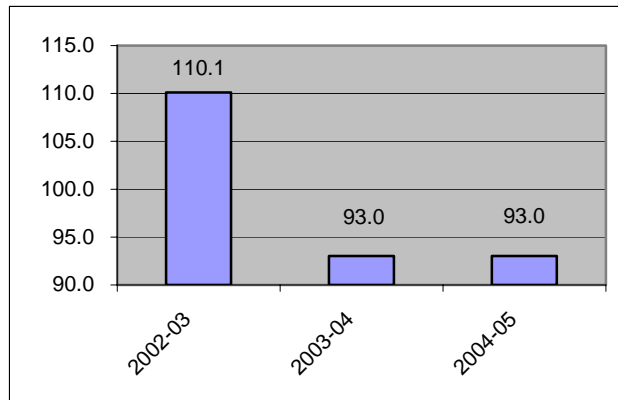
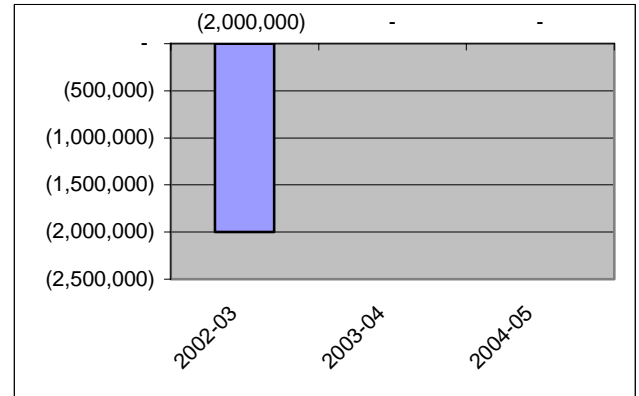
#### Workload Indicators

Service Calls	21,740	21,500	19,667	19,500
Radios	9,203	9,200	9,397	9,500
Telephones	19,670	19,500	19,398	19,500
Circuits	959	1,237	19,398	1,200

Appropriation variance between actual and budget in 2003-04 results from vacant position salary savings and reduced expenditures for fixed asset equipment purchases. Revenue variance is due to decrease in desktop support services and reduction in data entry keypunch services related to change in business programs of customers.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



**2004-05 STAFFING TREND CHART****2004-05 REVENUE OVER/(UNDER) TREND CHART**

**GROUP: Administrative/Executive**  
**DEPARTMENT: Information Services**  
**FUND: Network Services**

**BUDGET UNIT: IAM ALL**  
**FUNCTION: General**  
**ACTIVITY: Other**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	6,669,020	7,046,478	7,516,219	82,896	7,599,115
Services and Supplies	7,256,728	7,861,258	7,861,258	(762,613)	7,098,645
Central Computer	38,616	35,518	53,533	-	53,533
Other Charges	27,371	53,714	53,714	(21,369)	32,345
Transfers	2,964,326	3,131,706	3,131,706	(1,416,389)	1,715,317
Total Exp Authority	16,956,061	18,128,674	18,616,430	(2,117,475)	16,498,955
Reimbursements	(2,459,489)	(2,646,789)	(2,646,789)	1,413,538	(1,233,251)
Total Appropriation	14,496,572	15,481,885	15,969,641	(703,937)	15,265,704
Depreciation	-	1,363,449	1,363,449	(250,007)	1,113,442
Total Requirements	14,608,634	16,845,334	17,333,090	(953,944)	16,379,146
<b>Departmental Revenue</b>					
Use of Money and Prop	110	500	500	(386)	114
Current Services	17,446,624	16,844,834	16,844,834	(465,802)	16,379,032
Total Revenue	17,447,123	16,845,334	16,845,334	(466,188)	16,379,146
Revenue Over/(Under) Exp	2,840,147	-	(487,756)	487,756	-
Budgeted Staffing		93.0	93.0	-	93.0
<b>Fixed Assets</b>					
Equipment	218,000	1,600,000	1,600,000	-	1,600,000
L/P Equipment	694,188	891,319	891,319	(384,433)	506,886
Total Fixed Assets	912,188	2,491,319	2,491,319	(384,433)	2,106,886



DEPARTMENT: Information Services  
 FUND: Network Services  
 BUDGET UNIT: IAM ALL

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>93.0</b>	<b>16,845,334</b>	<b>16,845,334</b>	<b>-</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	469,741	-	(469,741)
Internal Service Fund Adjustments	-	18,015	-	(18,015)
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>487,756</b>	<b>-</b>	<b>(487,756)</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>93.0</b>	<b>17,333,090</b>	<b>16,845,334</b>	<b>(487,756)</b>
<b>Board Approved Changes to Base Budget</b>	<b>-</b>	<b>(953,944)</b>	<b>(466,188)</b>	<b>487,756</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>93.0</b>	<b>16,379,146</b>	<b>16,379,146</b>	<b>-</b>
<b>2003-04 FINAL FIXED ASSETS</b>		<b>2,491,319</b>		
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items		-		
<b>Impacts to Fixed Assets Due to State Budget Cuts</b>		-		
<b>Department Recommended Changes in Fixed Assets</b>		<b>(384,433)</b>		
<b>TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET</b>		<b>2,106,886</b>		



DEPARTMENT: Information Services  
 FUND: Network Services  
 BUDGET UNIT: IAM ALL

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits Increased of \$82,896 for step increases, overtime, stand-by and on-call to reflect actual trends in support of department critical telecommunication systems which are based on higher salary cost of employees. Additional increase in staffing due to overtime, stand-by and on-call services is offset by net reduction in staffing.	-	82,896	-	(82,896)
2. Services & Supplies Network Services ISF is projecting reduced expenditures in the following areas: usage of local and long distance services; purchasing of small tools, instruments and non-inventoriable equipment; utilities; and professional & specialized services. This is partially related to the reduction in outside contract customer services.	-	(762,613)	-	762,613
3. Other Charges Numerous lease-purchase loans were fully paid in 2003-04 resulting in ongoing interest expense on remaining loans to be much less.	-	(21,369)	-	21,369
4. Depreciation Depreciation expense has been reduced to reflect fixed assets being fully depreciated and reduced new purchases of fixed assets resulting from fiscal budget conditions.	-	(250,007)	-	250,007
5. Transfers This budget is being reduced for an accounting change by \$1,413,538 to eliminate Intra-Fund cost accounting transfers within Network Services ISF. This eliminates the transfer of cost between budgets within this ISF for telephone switch installation and data circuit costs. Increase in EHAP charges of \$2,851.	-	(1,416,389)	-	1,416,389
6. Reimbursements This is the offset of the transfer out account and it is also being reduced to eliminate Intra-Fund cost accounting transfers within Network Services ISF. This eliminates the transfer of cost between budgets within this ISF for telephone switch installation and data circuit costs.	-	1,413,538	-	(1,413,538)
7. Revenue County Telephone Directory sales has dropped which resulted in a decrease of \$386. Network services is experiencing a decrease of \$465,802 in outside contract services.	-	-	(466,188)	(466,188)
<b>Total</b>	-	(953,944)	(466,188)	487,756

## DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Fixed Assets Lease Purchases Numerous lease-purchase loans were fully paid in FY 03-04 resulting in ongoing principal payment on remaining loans to be much less.	(384,433)
<b>Total</b>	(384,433)



## HEALTH CARE COSTS

### MISSION STATEMENT

To develop and coordinate budgets, policies and procedures for the county's health care departments in accordance with the strategic goals adopted by the Board of Supervisors, the County Charter, and general laws.

### DESCRIPTION OF MAJOR SERVICES

The role of the Health Care Services Division is to seek and support opportunities to foster collaboration among the Public Health Department, Department of Behavioral Health (DBH) and the Arrowhead Regional Medical Center (ARMC). The division provides regular fiscal and policy analysis relating to the operations of these departments. The division also reviews and analyzes all agenda items submitted for Board of Supervisors approval as well as all budget submittals and reports relating to San Bernardino County's health care programs. Additionally, this division manages the \$135.8 million Health Care Costs budget, which includes funding for ARMC debt service, health related maintenance of effort costs, and transfers required to obtain federal health care funding.

This budget unit represents the costs of health care related programs for the county general fund. Health care related transactions represented by this budget unit include the Disproportionate Share Hospital (DSH) Supplemental Payments Programs (SB 855, SB 1255, and Graduate Medical Education (GME)), Realignment "AB 8" match, and the county's contribution for ARMC debt service payments. Summary information regarding key components of this budget unit appears below.

#### **Disproportionate Share Hospital Programs**

The DSH programs were established to provide supplemental Medi-Cal payments to hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (shown in this budget unit as other charges) to the state. Through a matching process, the county receives back its initial contribution, which is recorded in this budget unit as current services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget. The level of the county's contribution is set during the year by the state. As a result, the amounts only represent estimates of the funds needed at the time the budget is prepared. In a similar fashion, the ARMC budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the fiscal year. The DSH program comprises two elements:

- The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses a designated percentage of its revenues to provide health care to Medi-Cal and uninsured patients.
- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital.
- The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also a teaching facility/institute. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year.





### **Realignment and General Fund Support**

General fund support and realignment funds are used to pay for the ARMC debt service lease payments, Realignment "AB 8" match and administrative costs related to this budget unit. Note: Specific details regarding the financing sources, which are used to cover the county's \$53.4 million annual debt service obligation for the ARMC facility, are provided in the ARMC Lease Payments (EMD JPL) section of the final budget.

To qualify for receipt of Health Realignment funding from the state, the county must contribute a "match" of local funds. The matching amount is based on a formula, established through AB 8 in 1979, through which the state provided funding to preserve critical health programs in the aftermath of Proposition 13. When the Realignment program was created in 1991, funding allocations were based on the historical AB 8 formula, and local match requirements remained. The county's match requirement for 2004-05 is \$4.3 million; this amount remains constant each year per the historical formula. The Realignment match funded in the Health Care Costs budget meets the county's full obligation to receive Health Realignment dollars, which support the Public Health Department and ARMC. For 2004-05, the county anticipates receipt of approximately \$56.7 million in Health Realignment funding. Important note: The local match requirement for receipt of Mental Health Realignment funding is reflected in the operating budget for the Department of Behavioral Health.

Realignment funds support this budget as follows:

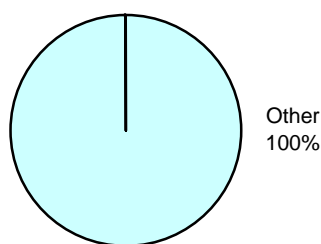
- Mental Health at 3% (which covers half of administrative costs).
- Health at 97% (which covers half of administrative costs plus debt service payments).

The amounts listed as "Operating Transfers Out" represent the county's net debt service obligation for the payment of the ARMC facility (\$20.9 million) and the required Realignment "AB 8" match (\$4.3 million) which must by law be transferred into trust before Realignment monies can be directed toward health programs.

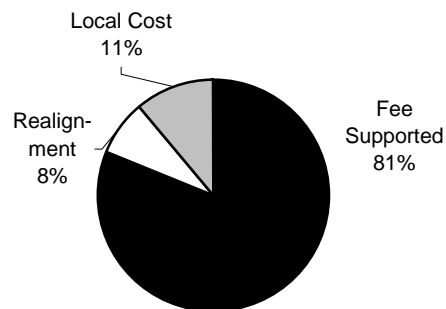
### **BUDGET AND WORKLOAD HISTORY**

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Requirements	118,341,508	135,628,083	135,996,594	135,812,669
Departmental Revenue	100,641,507	120,628,083	120,996,594	120,812,669
Local Cost	17,700,001	15,000,000	15,000,000	15,000,000
Budgeted Staffing		4.0		4.0

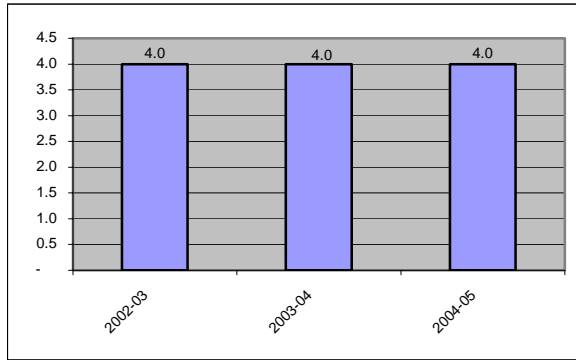
### **2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY**



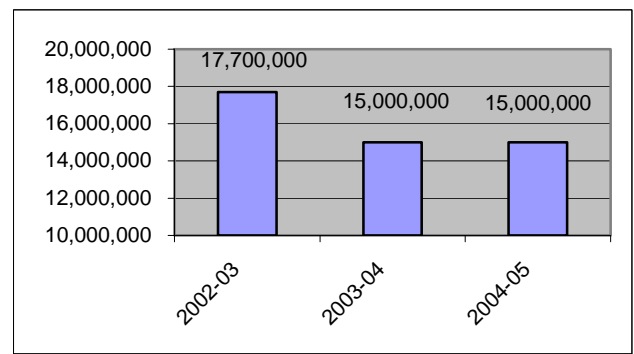
### **2004-05 BREAKDOWN BY FINANCING SOURCE**



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Health Care Costs  
FUND: General

BUDGET UNIT: AAA HCC  
FUNCTION: Health and Sanitation  
ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	316,697	433,289	458,860	13,725	472,585
Services and Supplies	68,210	132,952	133,443	(48,141)	85,302
Central Computer	-	-	710	-	710
Other Charges	110,514,405	110,000,000	110,000,000	-	110,000,000
Transfers	106,500	71,060	71,060	16,860	87,920
Total Appropriation	111,005,812	110,637,301	110,664,073	(17,556)	110,646,517
Operating Transfers Out	24,990,782	24,990,782	24,990,782	175,370	25,166,152
Total Requirements	135,996,594	135,628,083	135,654,855	157,814	135,812,669
<b>Departmental Revenue</b>					
Realignment	10,482,189	10,628,083	10,654,855	157,814	10,812,669
Current Services	110,514,405	110,000,000	110,000,000	-	110,000,000
Total Revenue	120,996,594	120,628,083	120,654,855	157,814	120,812,669
Local Cost	15,000,000	15,000,000	15,000,000	-	15,000,000
Budgeted Staffing		4.0	4.0	-	4.0

Variances existed in salaries and benefits due to unexpected vacancies and in services and supplies due to lower than anticipated expenses for providing Health Insurance Portability and Accountability Act (HIPAA) training to county employees. Increased 2003-04 transfers are due to the use of HSS support services for operational studies of the Behavioral Health and Public Health Departments.

DEPARTMENT: Health Care Costs  
FUND: General  
BUDGET UNIT: AAA HCC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>4.0</b>	<b>135,628,083</b>	<b>120,628,083</b>	<b>15,000,000</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	25,571	25,571	-
Internal Service Fund Adjustments	-	1,201	1,201	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>26,772</b>	<b>26,772</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>4.0</b>	<b>135,654,855</b>	<b>120,654,855</b>	<b>15,000,000</b>
<b>Board Approved Changes to Base Budget</b>	<b>-</b>	<b>157,814</b>	<b>157,814</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>4.0</b>	<b>135,812,669</b>	<b>120,812,669</b>	<b>15,000,000</b>



## SCHEDULE B

DEPARTMENT: Health Care Costs  
 FUND: General  
 BUDGET UNIT: AAA HCC

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Increase in Salaries and Benefits. Increase is due to step advances.	-	13,725	-	13,725
2. Decrease in Services and Supplies Services and supplies were decreased to reflect a reduction in HIPAA compliance costs.	-	(48,141)	-	(48,141)
3. Increase in Transfers due to MOU increases. Increase in Transfers out to the County Administrative Office and Human Services System for Budget and Administrative Support.	-	16,860	-	16,860
4. Increase in Operating Transfers Out. This increase is related to an increase in Arrowhead Regional Medical Center's debt service payments.	-	175,370	-	175,370
5. Realignment Increased realignment to fund the above costs.	-	-	157,814	(157,814)
<b>Total</b>	<b>-</b>	<b>157,814</b>	<b>157,814</b>	<b>-</b>



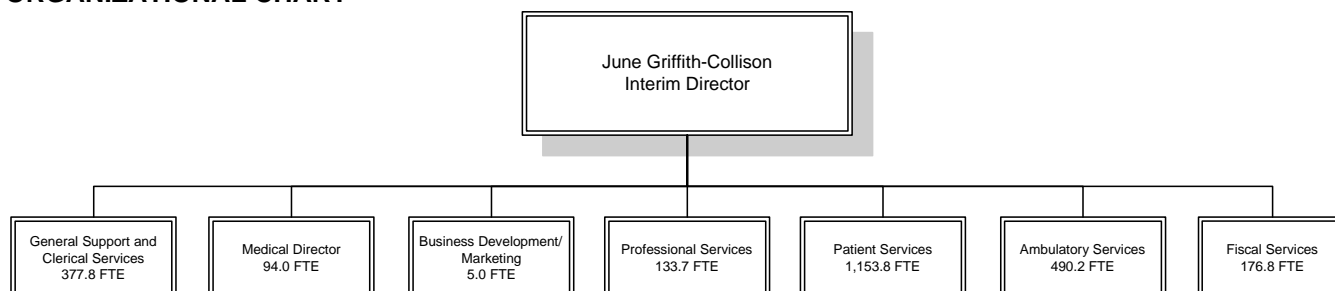
## ARROWHEAD REGIONAL MEDICAL CENTER

### June Griffith-Collison

#### MISSION STATEMENT

To provide quality healthcare to the community.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

2004-05					
	Operating Exp/ Appropriation	Revenue	Fund Balance	Revenue Over/ (Under) Exp	Staffing
Arrowhead Regional Medical Center	308,782,832	298,070,213		(10,712,619)	2,432.3
Tobacco Tax Funds	1,963,199	1,755,762	207,437		-
<b>TOTAL</b>	<b>310,746,031</b>	<b>299,825,975</b>	<b>207,437</b>	<b>(10,712,619)</b>	<b>2,432.3</b>

### Arrowhead Regional Medical Center

#### DESCRIPTION OF MAJOR SERVICES

The Arrowhead Regional Medical Center (ARMC) provides inpatient and outpatient medical care to county residents in accordance with state law. The medical center operates through an enterprise fund. Under this system, revenues earned from operations are retained to fund the program. ARMC is a state-of-the-art facility which offers the latest in patient care by providing a full range of services which includes inpatient and outpatient services, three family health centers, the Department of Behavioral Health's inpatient services, and other specialized services.

#### Our inpatient care service lines includes:

- Inland Counties Regional Burn Center which provides total care of burn patients of all ages and serves areas as far as Irvine, Phoenix and Las Vegas
- Labor and Delivery/Maternity which provides monitoring of labor and care during child birth and postpartum
- Epilepsy Monitoring Unit which provides the mechanism to wean non-epileptic patients off anticonvulsive drugs (ACD) and assists in establishing accurate diagnosis for seizure patients
- Medical Intensive Care Unit (MICU), which provides critical care for medical patients requiring continuous assessments and observation
- Medical, Surgical, Oncology, Geriatric, Orthopedics, Medical/Surgical/Telemetry/Renal Transplant which provides patient care, nursing assessment and observation of adult medical/surgery patients and kidney transplant patients
- Neonatal Intensive Care Unit (NICU) which provides care for newborns requiring continuous assessments and observation
- Nursery which is a full service nursery for newborns
- Pediatrics which provides patient care, nursing assessment and observation to pediatric patients
- Surgical Intensive Care Unit (SICU) which provides critical care for surgical patients requiring continuous assessments and observation



- Transplant services which includes actual transplant as well as patient evaluation, follow-up contact with patients after transplants, diagnostic planning and case management

**Our outpatient care service lines includes:**

- Outpatient Care Specialties which provides a wide range of specialty services such as:
  - Family and Elder Care Community Services which provides preventive health maintenance and primary care for all age
  - Internal Medicine Services which includes Cardiology, Allergy, Nephrology, Endocrinology, Gastroenterology, Hematology, Dermatology, Neurology, Rheumatology, and numerous other subspecialties
  - Surgical Services consists of a variety of general to specialized surgical services for the care of our patients
  - Orthopedic Service provides services for diagnosis and treatment of diseases and abnormalities of the musculoskeletal system
  - Rehabilitation Medicine Services provides care for State disability evaluation, spinal cord injuries, amputees, as well as other rehabilitative services.
  - Pediatric Services provides a variety of comprehensive services and offers well-child visits, high risk follow-up, sick child walk-in visits, as well as pediatric specialties
  - Women's Health Center offers excellent comprehensive pregnancy services from preconception counseling to postpartum care
- Family Health Centers provide outpatient community health care in the form of three clinics called Family Health Centers (FHC's):
  - The Arrowhead McKee Family Health Center
  - The Arrowhead Westside Family Health Center
  - The Arrowhead Fontana Family Health
- Emergency Department provides full service trauma, acute and minor emergency care

**Our other specialized services includes:**

- Imaging Department (Radiology) services include: x-rays, bone density testing, mammography, stereotactic breast biopsies, CT scan, MRI, ultrasound, nuclear medicine, diagnostic radiology, and radiation oncology
- Neurodiagnostics/EEG/EKG/EMG of the hospital provides outpatient EEG, EKG and EMG testing as well as intra operative monitoring
- Laboratory provides routine lab tests, blood transfusion services and blood donor program, and diagnostic services including chemistry, hematology, bacteriology, toxicology, and pathology
- Pharmacy services include mail order distribution to selected Arrowhead Family Health Centers
- Rehabilitation services includes Physical Therapy/Occupational Therapy/Speech Therapy for trauma rehabilitation, brain injury rehabilitation, spinal column injury rehabilitation
- Respiratory Care/Cardiology Services/Sleep Apnea Lab provides complete cardiopulmonary care including pulmonary stress testing, arterial blood gas tests, continuous mechanical ventilator service, and other respiratory treatments
- Guest Services which includes gift shop, social services, pastoral care and cafeteria dining
- Home Health services which includes rehabilitative care extended to Home Health Care
- Hyperbaric oxygen therapy
- Health Information Library
- Diabetics Education Program
- Wound Care Management

**Behavioral Health Services includes:**

- Inpatient services for children and adults psychological treatment which includes evaluation, assessment and are treated by our interdisciplinary team of psychiatrists, clinical therapists, nurses and occupational therapists
- Medication, individual and group therapy and family education

Revenue resources for ARMC are comprised of the following: Disproportionate Share Hospital (DSH) Programs (SB 855, SB 1255, GME), third party payors, Medi-Cal and Medicare, AB 915, tobacco tax funds, current services, miscellaneous revenue, and Health Realignment. Summary information regarding key components of this budget unit appears below. The "Rev Over/(Under) Exp" amount shown above reflects the enterprise fund's depreciation requirement, and is not a shortfall to the budget. Equipment depreciation expense of approximately \$12.3 million is included as an operating expense; because funding is not required to offset this amount, a corresponding amount of revenue is not budgeted.

- The DSH programs were established to provide supplemental Medi-Cal payments to certain hospitals that provide services to disproportionate members of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (reflected Health Care Costs (HCC) budget unit) to the state. Through a matching process, the county receives back its initial contribution, the county receives the federal health dollars which are accounted for in the ARMC budget in the state and federal category. The level of the county's contribution is set during the year by the state. As a result, the amounts in the HCC budget only represent estimates of the funds that will be needed to support the transfers, which take place during the coming fiscal year. In a similar fashion, this budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the fiscal year. The DSH program comprises two elements:
  - The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with the federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses minimum percentage of its revenues to provide health care to Medi-Cal and uninsured patients. This accounts for approximately 10.81% of ARMC's net revenue.
  - The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital. This accounts for 7.38% of ARMC's net revenue.
  - The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also teaching facilities. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year. This accounts for approximately 1.34% of ARMC's net revenue.
- Medi-Cal fee for service is a state run insurance program that covers medical bills for low-income patients and accounts for 21.95% of ARMC's net revenue.
- Medi-Cal Managed Care is a program that is administered by Inland Empire Health Plan (IEHP) and it covers medical costs for low-income patients under an HMO type structure and it accounts for 2.96% of ARMC's net revenue.
- Centers for Medicare and Medicaid Services (CMS) approved California's Medicaid State Plan Amendment (SPA) implementing the provisions of AB 915 (Welfare and Institutions Code Section 14105.96, Statutes of 2002). AB 915 is a new bill approved during this year and it will provide public hospitals with a Medicaid supplemental payment for unreimbursed Medi-Cal hospital outpatient fee-for-service expenses. This measure was implemented retroactively from July 1, 2002 and will be effective in the 2003-04 year and each fiscal year, thereafter. The supplemental Medi-Cal payment will be based on each hospital's certified public expenditures (CPE), which will be matched with federal Medicaid payments. The net new money to ARMC



will be limited to the federal share of the unreimbursed Medi-Cal expenses that are certified. This new revenue accounts for 2.73% of ARMC's net revenue.

- Medicare is a federal insurance program for people over the age of 65 and it accounts for 10.46% of ARMC's net revenue.
- Tobacco Tax funds are allocated by the state to partially reimbursed hospitals for uncompensated medical care and they account for 0.39% of ARMC's net revenue.
- The current services revenue category is comprised of:
  - Insurance Revenue from third party insurance carriers paying on behalf of patients primarily receiving services from ARMC's trauma center. This revenue accounts for 20.24% of ARMC's net revenue.
  - A contract with Department of Behavioral Health, for provision of services to mentally ill inpatients, accounts for 6.69% of ARMC's net revenue.
  - Self-pay revenue consists of payments from patients who do not qualify for any reimbursement program and are responsible for their own bills; it accounts for 3.67% of ARMC's net revenue.
- Other revenue is primarily cafeteria sales, reimbursements from contracted physicians for office space, and payment from Riverside Regional County Medical Center (RRCMC) for services provided by ARMC's medical residents assigned to RRCMC. This revenue accounts for 1.13% of ARMC's net revenue.
- Health Realignment is a portion of the vehicle license fees and sales tax collected by the state and distributed to counties to cover the cost of indigent health care. It accounts for 10.25% of ARMC's net revenue.

## BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	261,993,243	274,094,127	285,852,123	308,782,832
Total Financing Sources	257,161,998	263,631,781	280,930,688	298,070,213
Revenue Over/(Under) Expense	(4,831,245)	(10,462,346)	(4,921,435)	(10,712,619)
Budgeted Staffing		2,299.9		2,432.3
Fixed Assets	843,329	1,537,654	1,640,973	1,601,744

### Workload Indicators

Average Daily Inpatient Census ARMC	251	249	268	272
Average Daily Inpatient Census DBH	57	56	51	56
Emergency Room Visits	66,734	74,000	88,338	97,790
Outpatient Clinic Visits	221,101	221,000	244,324	244,534

Salaries and benefits are higher than budgeted in 2003-04 by 3.2% or \$4.4 million due to increase in staffing attributed by increase in patient volume and in compliance with the required staffing ratio in nursing care services. In addition, services and supplies costs increased by 4.3% or \$5.0 million, primarily in medical supplies and pharmaceutical costs in proportion to the increase in patient volume. The \$0.9 million variance in other charges is due to reclassification of the Medically Indigent Adults (MIA) payments previously budgeted in services and supplies.

Variances between actual and budget for 2003-04 existed in operating transfers out as a result of an additional \$2.7 million transfer to the ARMC debt service fund (EMD-JPL) due to the improved financial position of the Medical Center.





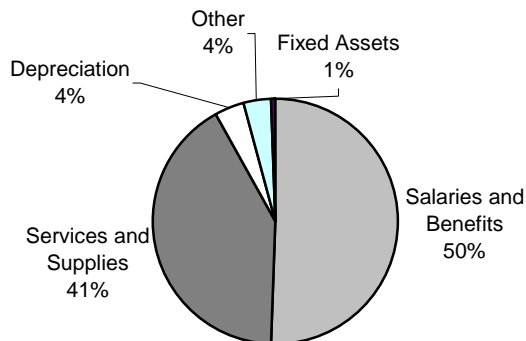
Revenues were higher than budgeted in 2003-04 by 6.6% or \$17.3 million. Revenue increases existed in current services (\$20.6 million) and state and federal revenue (\$11.2 million). Collections from insurance and private pay have increased significantly as a result of elimination of third party contracts, whereby, case rates and negotiated contracted discounts are now paid at retail prices, and due to faster and better billing and collection processes put in place. Increases in state and federal revenue are primarily due to the new AB 915 program and Medi-Cal revenue due to increases in patient volume. These increases were partially offset by a decrease of \$14.7 million in operating transfers in primarily related to realignment, which was not needed, as other revenue sources were higher than anticipated.

The volume increases are seen in average daily census (ARMC and DBH) by 4.6% or 14 patient days per day; emergency room visits by 19.37% or 39.17 visits more per day; outpatient visits by 10.55% or additional 63.73 visits per day. The significant increase in emergency visits is due to creating additional patient screening rooms in September 2003, which allowed more patients to be seen per day. This directly contributes to the inpatient census increase.

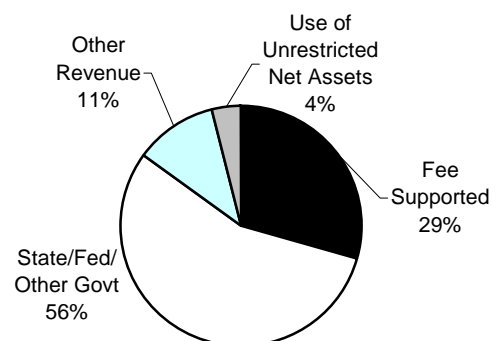
The 2004-05 budget projects the following volume increases: 17.57% or 3,725 more admissions which yields 7.19% or 8,031 more patient days; 32.15% or 23,790 more emergency room visits; and 10.65% or 23,534 more outpatient visits. There is no change in the Behavioral Health inpatient days.

The volume increases are primarily due to anticipated improvement in length of stay by 8.82% which would accommodate 10.21 more admissions per day; renovation and expansion of the emergency room, and remodel of the leased building for Westside Clinic which would accommodate more outpatient visits and better efficiency in current operations.

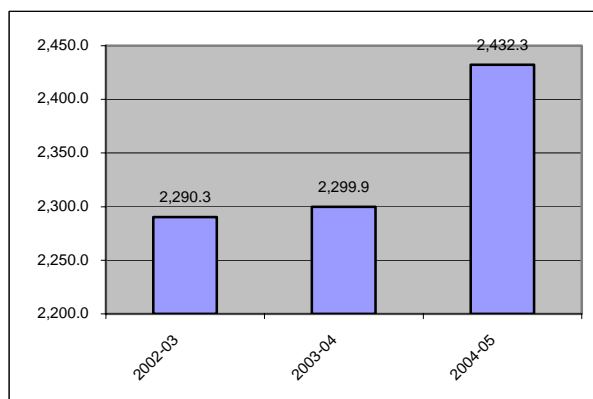
#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



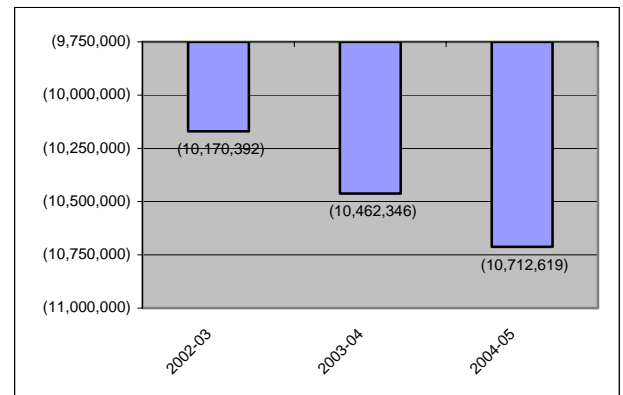
#### 2004-05 BREAKDOWN BY FINANCING SOURCE



#### 2004-05 STAFFING TREND CHART



#### 2004-05 REVENUE OVER/(UNDER) TREND CHART





GROUP: Administrative/Executive  
 DEPARTMENT: Medical Center  
 FUND: Arrowhead Regional Medical Center

BUDGET UNIT: EAD MCR  
 FUNCTION: Health and Sanitation  
 ACTIVITY: County Medical Center

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	139,529,219	135,178,607	145,412,801	10,924,695	156,337,496
Services and Supplies	122,188,037	117,156,033	118,404,376	9,810,795	128,215,171
Central Computer	587,180	617,038	617,038	121,852	738,890
Other Charges	955,137	10,120	61,858	827,905	889,763
Transfers	900,656	1,132,329	961,753	(42,104)	919,649
Total Appropriation	264,160,229	254,094,127	265,457,826	21,643,143	287,100,969
Depreciation	11,012,812	12,000,000	12,000,000	314,363	12,314,363
Operating Transfers Out	10,679,082	8,000,000	8,587,500	780,000	9,367,500
Total Requirements	285,852,123	274,094,127	286,045,326	22,737,506	308,782,832
<b>Departmental Revenue</b>					
State, Fed or Gov't Aid	177,573,365	166,385,651	174,498,306	(1,526,748)	172,971,558
Current Services	83,621,062	63,006,339	63,006,339	28,162,434	91,168,773
Other Revenue	3,252,661	3,089,791	3,164,791	215,091	3,379,882
Total Revenue	264,447,088	232,481,781	240,669,436	26,850,777	267,520,213
Operating Transfers In	16,483,600	31,150,000	31,150,000	(600,000)	30,550,000
Total Financing Sources	280,930,688	263,631,781	271,819,436	26,250,777	298,070,213
Revenue Over/(Under) Exp	(4,921,435)	(10,462,346)	(14,225,890)	3,513,271	(10,712,619)
Budgeted Staffing		2,299.9	2,317.4	114.9	2,432.3
<b>Fixed Assets</b>					
Equipment	1,201,198	1,250,000	1,250,000	(250,000)	1,000,000
L/P Equipment	439,775	287,654	641,475	(39,731)	601,744
Total Fixed Assets	1,640,973	1,537,654	1,891,475	(289,731)	1,601,744

### **Budget Highlights**

Based on the projected inpatient census and outpatient activity, expenses are expected to increase in 2004-05 by \$34.7 million or 12.7% from the 2003-04 budget as outlined below.

Personnel costs are budgeted to increase by \$21.1 million or 15.65%. Of this amount, \$9.2 million is due to labor negotiations, retirement costs, and workers' compensation rate increases.

The net change in budgeted staffing is an additional 132.4 positions to accommodate the volume increases, compliance in nursing staffing ratio in patient services, additional services such as renal dialysis, hyperbaric therapy, and echo cardiology services, and increased security measures for patient's safety. The following units were affected:

- Nursing Services increased by 54.6 Registered Nurses.
- Ancillary Services increased by 14.0 primarily laboratory and rehabilitation positions.
- Support Services increased by 46.3 clerical and professional positions for the following departments: Housekeeping, Security, Information Technology, Patient Accounting, Materials Management, Case Management, Human Resources, and Dietary Services.
- Medical Records increased by 17.5 to replace Public Service Employees. These positions were added in Mid-year.

Services and supplies are budgeted to increase by \$11.1 million or 9.44% primarily due to increase in volume and inflationary factors and other changes in patient services. This increase is related to several changes with the most significant explained below:

- Internal Service Fund costs increased by \$1.4 million with the majority being related to insurance premiums.



- Medical Supplies is projected to increase by \$3.6 million due to increases in patient activity and projected inflationary cost.
- Pharmaceuticals are projected to increase by \$4.0 million or 21.45% due to increase in prescription lines.
- Information Technology is projected to increase by \$1.4 million due to Infrastructure enhancements additional software and licenses.
- During the year, the Board approved several contracts due to renewals or replacements of old contracts that increased services and supplies by \$1.2 million.
- Utility costs are rising by approximately \$0.4 million due to higher electricity usage and water charges.
- These increases are partially offset by cost decreases of \$0.9 million due several changes in professional services, the reclassification of the MIA payments now budgeted in other charges, and other miscellaneous decreases.

Operating Transfers Out increased by \$1.4 million due to the following capital improvement projects: Emergency room remodel approved mid-year, street repaving, and remodel of the Westside clinic.

Based on the projected inpatient census, outpatient activity, anticipated rate increases, and collection trend, revenues are expected to increase by 13.06% or \$34.4 million in the 2004-05 budget.

The state and federal revenue category will increase by a net \$6.6 million. This will result from the following:

- SB 855 funding is expected to increase by \$3.0 million due to a special provision allocated to public hospitals, a 16% increase on a one-time, non-cumulative basis.
- SB 1255 is estimated to decline by \$10.3 million. ARMC was unable to pursue this increase, as its other revenue sources were significantly higher than anticipated. The estimate is based on actual receipts during the year of \$26,000,000.
- GME is projected to increase \$0.5 million based on actual receipts.
- Medi-Cal fee for service is projected to increase by a net \$3.6 million due to increase in patient days, outpatient visits, and emergency visits.
- Tobacco Tax funds are projected to decrease by \$1.9 million or 61.3% based on receipts trends.
- Medi-Cal Managed Care funding (IEHP) has decreased by approximately \$1.6 million due to a contract change resulting in risk pool payments more favorable to the physician groups and the decrease in membership in IEHP direct product line.
- Medicare revenue is projected to increase by approximately \$5.2 million or 19.95% due to increase in discharges and projected increase in Federal Diagnosis Related Group (DRG) payment amounts effective October 2004.
- During the year, the Board approved additional revenues of \$8.1 million as a result of AB 915.

The current services revenue category will increase by a net \$28.2 million. This will result from the following:

- Due to the cancellations of HMO contracts, increase in admissions, a 10% charge rate increase implemented in 2003-04, ARMC expects a revenue increase of \$19.5 million from the 2003-04 budget. The 2004-05 budget reflects an additional 6% increase in charge rates, raising revenues by \$3.5 million. The increase in rate reflects growing operational costs and is consistent with rate schedules of other area hospitals.
- Enhanced collection efforts are projected to increase Private Pay revenues by approximately \$5.2 million.

DEPARTMENT: Medical Center  
 FUND: Arrowhead Regional Medical Center  
 BUDGET UNIT: EAD MCR

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>2,299.9</b>	<b>274,094,127</b>	<b>263,631,781</b>	<b>(10,462,346)</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	9,262,399	-	(9,262,399)
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>9,262,399</b>	<b>-</b>	<b>(9,262,399)</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	17.5	2,688,800	8,187,655	5,498,855
<b>Subtotal</b>	<b>17.5</b>	<b>2,688,800</b>	<b>8,187,655</b>	<b>5,498,855</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>2,317.4</b>	<b>286,045,326</b>	<b>271,819,436</b>	<b>(14,225,890)</b>
<b>Board Approved Changes to Base Budget</b>	<b>114.9</b>	<b>22,737,506</b>	<b>26,250,777</b>	<b>3,513,271</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>2,432.3</b>	<b>308,782,832</b>	<b>298,070,213</b>	<b>(10,712,619)</b>
<b>2003-04 FINAL FIXED ASSETS</b>		<b>1,537,654</b>		
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items		353,821		
<b>Impacts to Fixed Assets Due to State Budget Cuts</b>		-		
<b>Board Approved Changes to Base Budget</b>		(289,731)		
<b>TOTAL 2004-05 FINAL FIXED ASSETS BUDGET</b>		<b>1,601,744</b>		



## SCHEDULE B

DEPARTMENT: Medical Center  
 FUND: Arrowhead Regional Medical Center  
 BUDGET UNIT: EAD MCR

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries & Benefits Salaries & Benefits are expected to increase by \$10.9 million with the addition of 114.9. *Nursing Services - 54.6 Registered Nurses for projected volume increases and compliance with patient ratios. The increases occurred in the following departments within the hospital: - Emergency Room - 16.3 to cover the 32.1% increase in visits - Hyperbaric O2 Therapy - 4.0 for a new department to support wound care. - Trauma - 11.6 to meet state staffing requirements. - Renal Dialysis - 12.5 to bring this service in-house and a 137% increase in volume for expanding this service to outpatient patients. - Special Procedure Lab - 6.0 due to a 105% increase in volume. - Float Pool Registered Nurse Per Diem - 4.2. *Ancillary Services - 14.0 due to volume increases or new services. The following departments with in the hospital were affected: - 4.4 in the Laboratory to accommodate the 22.6% volume increase. - 4.6 in Cardiology to accommodate the expansion in Echocardiology and the Cardiac Cath Lab, to reduce outpatient wait time in Ultrasound and for physical therapy for the Cardiac Health Management Program. - 5.0 in Rehabilitation Services due to a reorganization of the unit and expected increase in volume of 15.3%. *Support Services increased by the following 46.3; - 9.8 Custodians to handle linen distribution and improve services at the family health clinics and the cafeteria area. - 21.0 Security Technicians to increase security measures for patient's safety. - 2.0 in Information Management for the Fiscal Business Application Manager and the Business Systems Tech. - 5.0 in Patient Accting -due to a reorganization to provide better customer service, billing and collections services and volume increased of 8.5%. - 3.0 - clerical and clinical assistants in Case Mgmt to accommodate the increase in patient days. - 1.0 Fiscal clerk for Materials Mgmt to handle additional purchases associated with the increased patient volume. - 1.0 Human Resources Officer to stay current with workload and investigative reports and disciplinary actions. - 3.5 Food Service Workers to accommodate the increased in patient days.	114.9	10,924,695	-	(10,924,695)
2. Adjustments to Internal Service Funds The following changes were made in services and supplies: - increase in Comnet charges and special services, Radio charges, Risk Management Liabilities, and Presort packaging. - decrease in Comnet outside services, cellular services, Distributed equipment, and ISD labor.	-	1,431,889	-	(1,431,889)
3. COWCAP COWCAP was reduced by \$0.8 million by the Auditor/Controller's Office.	-	(771,472)	-	771,472
4. Increase in medical supplies and pharmaceuticals. Medical Supplies (\$3.6 million ) are projected to increase due to a 2.5% inflation and new programs such as dialysis, Gastrointestinal laboratory tests, increase in inpatient census primarily in Burn care and the Emergency Room. Pharmaceuticals (\$4. 0 million) are projected to increase due to volume increases. The Average Daily Census is expected to increase by 9.2%, Emergency Room visits by 32.1% and Outpatient Clinic visits by 10.65%.	-	7,616,442	-	(7,616,442)
5. Information Technology changes Increases in computer software and noninventoriable equipment are due to the following: - Purchase of new Meditech modules - Deploy a wireless network (patient care systems (PCS) - nursing carts and Wireless Access Points) that will provide mobility and ease of use of clinical staff's access to patients medical information for better efficiency and patient care. - Purchase of new configuration software for a network upgrade.	-	1,440,387	-	(1,440,387)
6. Utilities Utilities costs are expected to increase due to increase in patient volume.		394,380	-	(394,380)
7. Other Professional Services The following changes were made to professional services: - Dialysis contract is expiring on September 2004 and the services will be brought in-house - (\$601,500). - Decrease in managed care medical services due to a decreased in Inland Empire Health Plan (IEHP) direct membership (\$339,058). - Net decrease in all other contracts - (\$759,140). - Increase in patient services for the Family health clinics - \$573,039. - Increase in pharmacy services due to increase in patient volume - \$805,673. - Increase in services due to HIPAA compliance. A new contract will be needed for an Access control system to institute security access to patient information and reports from vendors, visitors, and employees - \$200,000.	-	(120,986)	-	120,986



DEPARTMENT: Medical Center  
 FUND: Arrowhead Regional Medical Center  
 BUDGET UNIT: EAD MCR

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
8. General Maintenance Equipment and Structures Increase in maintenance costs due to aging equipment primarily in medical imaging and additional building maintenance needed.	-	352,552	-	(352,552)
9. Operating Rents and Leases - Equipment Rental equipment cost are expected to increase as a result of entering into new agreements to replace obsolete equipment.	-	221,262	-	(221,262)
<b>** Final Budget Adjustment - Mid-year item Operating Lease Mid year item for a lease purchase of intravenous pump equipment. These costs will be paid by current services - insurance.</b>		<b>100,112</b>	<b>100,112</b>	<b>-</b>
10. Reclassify Medically Indigent Adult payments from Services and Supplies Payments of Medically Indigent Adults (MIA/CMSP) claims previously paid out of services and supplies are now budgeted in Other Charges.		(775,000)	-	775,000
11. Decrease to various expenses. Miscellaneous Changes in services and supplies.	-	(78,771)	-	78,771
12. Data Processing Charges Increase charges per ISD.		121,852	-	(121,852)
13. Other Charges Increase due to the following: - Higher interest payments on GE leases - \$53K. - Payments of Medically Indigent Adult (MIA/CMSP) claims which were previously paid out of services and supplies are now budgeted here - \$775K. This is a reclassification, no effect in total appropriations.	-	827,905	-	(827,905)
14. Decrease in Transfers Out Clinic rental payments decreased due to terminating the rental contract for a Medically Indigent Adults (MIA/CMSP) clinic in Yucca. The CMSP provider is now responsible for these costs.		(42,104)	-	42,104
15. Depreciation Increased depreciation expense for capitalized equipment.		314,363	-	(314,363)
16. Increase in Operating Transfers Out Increase is due to new capital improvement projects: - Road repaving \$150 K - Renovation and expansion of the Westside Clinic located in downtown San Bernardino to accommodate increase patient visits, improve patient flow and customer service, and provide efficiency in throughput \$630 K.	-	780,000	-	(780,000)
17. State Aid The following changes were made to State Aid: Decrease in: - SB 1255 as ARMC was unable to pursue the anticipated increase since other revenue sources were higher than anticipated (\$-10.3 million). - Tobacco Tax allocation from the state ( \$-1.9 million). - Medi-Cal Managed Care revenues due to a change in contract resulting in risk pool payments more favorable to the physician groups and a decrease in enrollees (\$-1.6 million). Increase in: - Medi-Cal fee for services revenue due to a projected increase in patient days (\$4.9 million). This revenue increase was partially offset due to an anticipated 3% Medi-Cal rate increase from California Medical Assistance Commission (CMAC) not realized (\$-1.3 million). - SB 855 due to a 16% special, temporary increase in allotments on a one-time, non-cumulative basis (\$3.0 million). - SB 1255 related to the Graduate Medical Education (GME) program (\$0.5 million).	-	-	(6,713,268)	(6,713,268)
18. Federal Aid Federal Aid increased by \$5.2 million because of a 5% increase in discharges and an increase in the Federal Diagnostic Related Group (DRG) payment rate.	-	-	5,186,520	5,186,520
19. Current Services The following changes were made to current services: - Increase in private Pay (\$5.2 million) and Insurance revenue (\$22.8 million) due to improve billing and collection efforts and a 6% rate increase.	-	-	28,062,322	28,062,322
20. Other Revenue Other revenue increased by \$0.2 million from various sources.		-	215,091	215,091



## SCHEDULE B

DEPARTMENT: Medical Center  
 FUND: Arrowhead Regional Medical Center  
 BUDGET UNIT: EAD MCR

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
21. Operating Transfers In Operating Transfers In decreased by \$0.6 million with the elimination of trauma funding from Public Health.	-	-	(600,000)	(600,000)
<b>Total</b>	<b>114.9</b>	<b>22,737,506</b>	<b>26,250,777</b>	<b>3,513,271</b>

## BOARD APPROVED CHANGES IN FIXED ASSETS

Brief Description of Board Approved Change	Appropriation
1. Equipment Purchases Equipment Purchases are decreasing by \$0.3 million due to the proposed buyouts of capital leases never occurring.	(250,000)
2. Decrease in Capital Leases Decrease is due to leases for copiers expiring. New leases will now be operating leases instead of capital leases and are reflected in services and supplies.	(39,731)
<b>Total</b>	<b>(289,731)</b>

\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.



## Tobacco Tax Funds

### DESCRIPTION OF MAJOR SERVICES

The Arrowhead Regional Medical Center established these funds in 1989-1990 to facilitate the transfer of Tobacco Tax funds to the County hospital, Non-County hospitals and Physicians, as required by the State Department of Health Services. The funds will then be disbursed per guidelines established by the state.

These funds are allocated by the state to county hospitals, non-county hospitals, and physicians to partially reimburse them for uncompensated medical services. ARMC is projected to net approximately \$1.17 million from this revenue source in 2004-05, and will transfer the balance to area hospitals in accordance with the prescribed distribution formula.

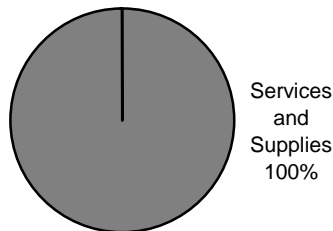
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

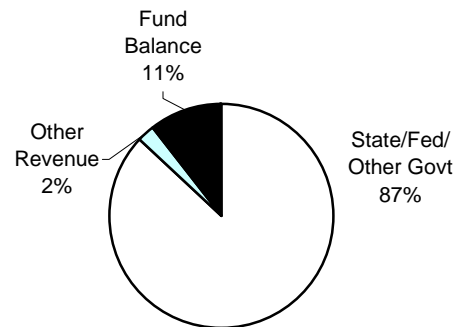
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	3,673,889	4,390,510	2,412,872	1,963,199
Departmental Revenue	3,608,934	3,648,209	1,742,696	1,755,762
Fund Balance		742,301		207,437

Significant variances between actual and budget for 2003-04 existed in both appropriations and revenues due to the state continuing to reduce the amount distributed to counties for Tobacco Tax. The 2004-05 budget assumes a decrease in revenues, consistent with recent trends for receipt of revenue from taxes imposed on tobacco products.

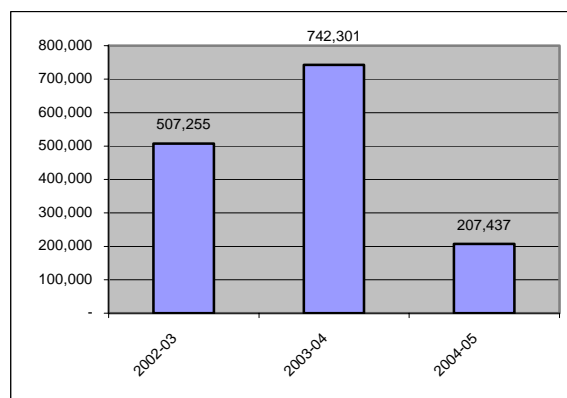
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Arrowhead Regional Medical Center  
 FUND: Tobacco Tax Funds

BUDGET UNIT: RGA - RGR  
 FUNCTION: Health and Sanitation  
 ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	2,412,872	4,390,510	4,390,510	(2,428,073)	1,962,437
Total Appropriation	2,412,872	4,390,510	4,390,510	(2,428,073)	1,962,437
Operating Transfers Out	-	-	-	762	762
Total Requirements	2,412,872	4,390,510	4,390,510	(2,427,311)	1,963,199
<b>Departmental Revenue</b>					
Use of Money and Prop	14,584	145,000	145,000	(99,000)	46,000
State, Fed or Gov't Aid	1,727,418	3,503,209	3,503,209	(1,794,209)	1,709,000
Total Revenue	1,742,696	3,648,209	3,648,209	(1,893,209)	1,755,000
Operating Transfers In	-	-	-	762	762
Total Financing Sources	1,742,696	3,648,209	3,648,209	(1,892,447)	1,755,762
Fund Balance		742,301	742,301	(534,864)	207,437

DEPARTMENT: Arrowhead Regional Medical Center  
 FUND: Tobacco Tax Funds  
 BUDGET UNIT: RGA - RGR

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	4,390,510	3,648,209	742,301
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	4,390,510	3,648,209	742,301
<b>Board Approved Changes to Base Budget</b>	-	(2,427,311)	(1,892,447)	(534,864)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	1,963,199	1,755,762	207,437





## SCHEDULE B

DEPARTMENT: Arrowhead Regional Medical Center  
 FUND: Tobacco Tax Funds  
 BUDGET UNIT: RGA - RGR

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Decrease Services and supplies Decrease appropriations to reflect a lower state allocation and a decrease in fund balance.	-	(2,506,733)	-	(2,506,733)
**	<b>Final Budget Adjustment - Fund Balance</b> <b>Services and supplies increased due to a higher than anticipated fund balance.</b>	-	<b>78,660</b>	-	<b>78,660</b>
2.	Decrease in tobacco revenues The 2003-04 state allocation was significant lower than anticipated. This adjustment reflects the lower allocation. The department expects to receive the same funding in 2004-05 as in 2003-04.	-	-	(1,794,209)	1,794,209
3.	Decrease in interest revenue Interest revenue decreased due to a lower cash balance in the account because of anticipated used of fund balance.	-	-	(99,000)	99,000
**	<b>Final Budget Adjustment - Fund Balance</b> <b>Operating transfers among funds were used to correct fund balances.</b>	-	<b>762</b>	<b>762</b>	-
<b>Total</b>		-	(2,427,311)	(1,892,447)	(534,864)

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.



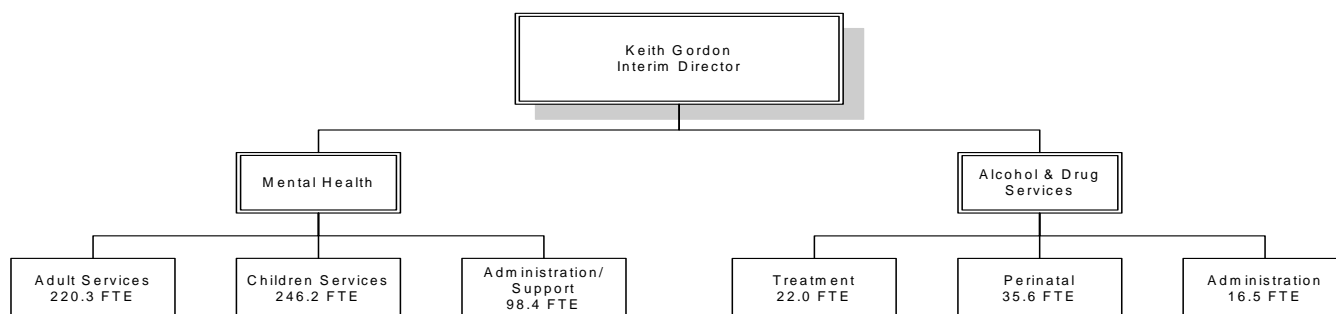
## BEHAVIORAL HEALTH

### Keith Gordon

#### MISSION STATEMENT

The Department of Behavioral Health will help individuals living with the problems of mental illness and substance abuse to find solutions to challenges they face so that they may function well within their families and the community. The Department of Behavioral Health staff will be sensitive to and respectful of all clients, their families, culture and languages. The Department of Behavioral Health will use the taxpayers' money wisely to meet its goals while following all governmental guidelines and requirements. The Department of Behavioral Health will provide a pleasant workplace for its staff members so that they may be creative and effective in their jobs. The Department of Behavioral Health will provide a pleasant environment for clients in which to receive services.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

	2004-05				
	<u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Fund Balance</u>	<u>Staffing</u>
Behavioral Health	114,699,507	112,856,754	1,842,753		565.9
Alcohol and Drug Services	20,577,850	20,428,392	149,458		74.1
Special Patient Account	10,544	1,760		8,784	-
Driving Under the Influence Prog.	336,269	111,254		225,015	-
State Block Grant Carryover Prog.	4,017,625	1,525,000		2,492,625	-
Court Alcohol and Drug Fines	1,010,792	420,000		590,792	-
<b>TOTAL</b>	<b>140,652,587</b>	<b>135,343,160</b>	<b>1,992,211</b>	<b>3,317,216</b>	<b>640.0</b>

## Behavioral Health

#### DESCRIPTION OF MAJOR SERVICES

The Department of Behavioral Health (DBH) is responsible for providing mental health services to county residents who are either unable to afford treatment or do not live in proximity to private services. Treatment is provided to all age groups, with primary emphasis placed on treating children, families and chronically mentally ill adults (in that priority). Services are delivered throughout the county via a network of department-operated clinics, community based contract providers (residential and psychiatric skilled nursing facilities and acute hospitals), public schools, and other community-based settings. Services include: information and referrals, community outreach, client self-help and support groups, a variety of children's programs, mentally ill homeless program, employment services, case management, crisis and transitional residential assistance, augmented board and care placements, conservatorship services, supportive housing services and client transportation assistance. The department also operates as a training setting by administering various internship programs and offering continuing education for licensed department and contractor staff.

Mental health services are principally funded by realignment funds generated from state sales tax and vehicle license fees (48%), state revenues (21%) and federal revenue (28%). The remaining three percent of revenue sources are insurance/patient fees, reimbursements, other miscellaneous revenue, and local cost MOE. The local cost of \$1,842,753 represents the required realignment revenue maintenance of effort (MOE).



## BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	117,341,111	121,296,698	117,902,648	114,699,507
Departmental Revenue	115,498,359	119,453,945	116,059,895	112,856,754
Local Cost	1,842,752	1,842,753	1,842,753	1,842,753
Budgeted Staffing		686.2		565.9

### Workload Indicators

Direct billable hours: Clinic	242,418	202,754	228,505	226,811
Direct billable hours: Contract	107,684	68,104	125,121	119,430
Direct billable hours: Fee for service	34,220	24,205	43,896	32,617
Medical Administrative Activity hours	33,087	33,496	36,488	34,579
Quality Assurance hours	15,532	8,120	30,347	18,638
Outreach hours clinic & contract	84,865	75,764	12,039	8,993
Day treatment hours: Habilitative (clinic & contract)	56,692	-	30,382	27,676
Day treatment hours: Intensive	59,639	20,800	65,247	20,960

Variances between actual and budget for 2003-04 existed in salaries and benefits, other charges, and realignment.

In an effort to reduce the use of Realignment fund balance to cover ongoing expenditures, DBH held many positions vacant throughout the year resulting in salary savings. Furthermore, the decrease in services and supplies is due primarily to aggressive efforts to reduce general office expenses and equipment purchases, reduced contracted services, and postponement of a new Medical Information System implementation. As a result of these efforts, the realignment draw decreased by \$4.36 million.

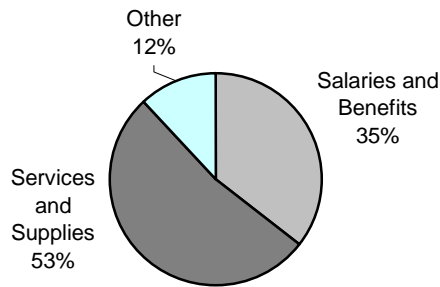
The variance in other charges is due to over-utilization of state hospital beds partially due to difficulty in placing clients in alternate care facilities. The 2004-05 budget includes plans to reduce the use of state hospitals.

Workload indicators variances between actual and budget for 2003-04 existed in the following areas:

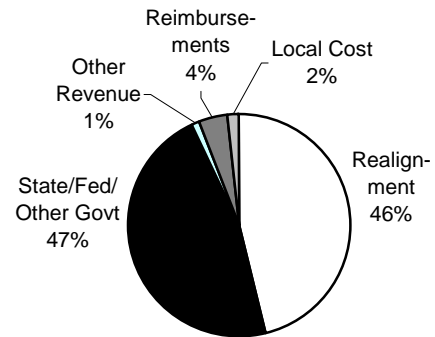
- Direct billable hours — Clinics and Contracts: The 2003-04 budget of 68,104 for Contract Billable Hours was understated as it did not include an estimate for contracted services approved in January of 2003. The revised 2003-04 Budget Contract Billable Hours is 118,796. The 2004-05 budget reflects a shift of services from contract providers to existing DBH clinics.
- Direct billable hours – Fee for service (FFS): This network continues to increase, as does the demand for services. However, the department will be implementing new procedures aimed at lowering costs in the FFS network and improving continuum of care to clients through other DBH sponsored programs. The 2004-05 workload indicators are projected at an increase but still lower than the 2003-04 actual, as it is believed that some of the growth will be offset by the changes outlined above.
- Quality Assurance: The 2003-04 budget of 8,120 was in error due to a data extraction problem. The corrected amount is 17,396. The actual hours reflect a one-time increase as a result of a special project. This project has been completed and the 2004-05 budget reflects the decrease.
- Outreach hours: The variance is primarily due to changes made to the department's service delivery system. Outreach services are non-billable and are nearly 100% realignment funded. Staff providing these services were re-directed to clinics providing billable services or grant funded programs. The methodology used in capturing this information was also changed, which contributes to the large variance.
- Day Treatment (Day Tx): The 2003-04 budget included plans to shift from habilitative Day Tx to Intensive. However, only approximately 50% occurred, creating a variance in both categories. In addition, the 2003-04 budget for intensive day treatment was understated, as it did not include contracted services and should be revised to 62,961. The 2003-04 actual workload indicator for Intensive Day Tx reflects a slight increase over 2002-03 actual services. However, the 2004-05 indicators reflect the reduction expected when contracts are restructured or eliminated.



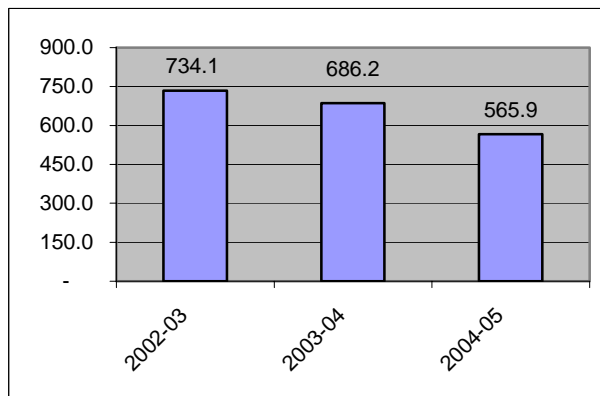
## 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



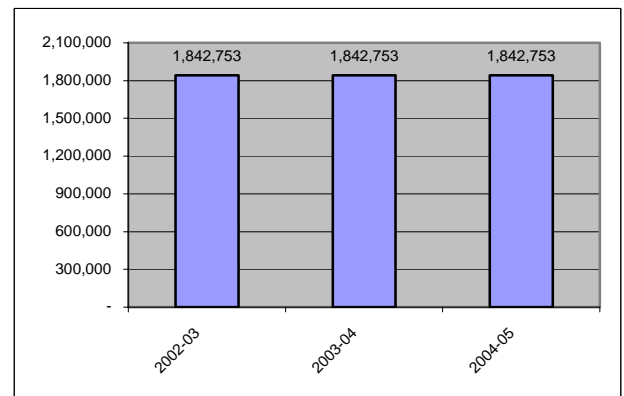
## 2004-05 BREAKDOWN BY FINANCING SOURCE



## 2004-05 STAFFING TREND CHART



## 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Behavioral Health  
FUND: General

BUDGET UNIT: AAA MLH  
FUNCTION: Health & Sanitation  
ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	42,328,702	45,927,158	48,891,667	(6,581,152)	42,310,515
Services and Supplies	62,786,823	63,460,816	65,631,970	(2,943,392)	62,688,578
Central Computer	407,902	407,902	523,431	-	523,431
Other Charges	5,148,542	4,104,225	4,104,225	(72,474)	4,031,751
Transfers	4,511,462	4,750,339	4,503,964	173,906	4,677,870
Total Exp Authority	115,183,431	118,650,440	123,655,257	(9,423,112)	114,232,145
Reimbursements	(3,998,290)	(4,096,495)	(4,096,495)	(1,078,896)	(5,175,391)
Total Appropriation	111,185,141	114,553,945	119,558,762	(10,502,008)	109,056,754
Operating Transfers Out	6,717,507	6,742,753	6,742,753	(1,100,000)	5,642,753
Total Requirements	117,902,648	121,296,698	126,301,515	(11,602,008)	114,699,507
<b>Departmental Revenue</b>					
Realignment	62,416,095	66,771,891	68,290,987	(13,073,730)	55,217,257
State, Fed or Gov't Aid	51,707,528	50,709,147	53,362,281	2,536,589	55,898,870
Current Services	306,141	268,499	268,499	25,475	293,974
Other Revenue	1,607,411	1,704,408	1,704,408	(257,755)	1,446,653
Total Revenue	116,037,175	119,453,945	123,626,175	(10,769,421)	112,856,754
Local Cost	1,842,753	1,842,753	2,675,340	(832,587)	1,842,753
Budgeted Staffing		686.2	686.2	(120.3)	565.9



**Budget Highlights:**

The majority of Behavioral Health services are funded with State Realignment revenues. In recent years, the budget has included a combination of ongoing realignment funds as well as use of unspent realignment fund balance. To better align spending with receipt of ongoing realignment funding, DBH made significant cuts in the 2003-04 budget and the following reductions in the 2004-05 budget: 1) salaries and benefits of \$6.6 million, 2) services and supplies of \$2.9 million, and 3) capital improvements of \$1.1 million (renovation of building H).

The net change to budgeted staffing is a reduction of 120.3 positions. The majority of these positions are currently vacant due to attrition and the county's hiring freeze. DBH worked with Human Resources to transfer staff from unfunded positions to other positions in the county. These reassignments and transfers minimized the need for layoffs.

The reduction in services and supplies is primarily due to a \$4.8 million reduction in contracted services partially offset by an increase in computer software of \$1.9 million. DBH intends to preserve current service levels to its target population (Medi-Cal eligible children/families and persistently mentally ill adults) by eliminating services to non-targeted population, which are predominantly realignment funded. Furthermore, the approved contracted services will allow DBH to maintain a network of community-based sub-contractors in geographic areas not served by DBH clinics. Also, the County finds that continuing these services is based on the most cost-effective use of available resources to maximize client outcomes to residents of San Bernardino County. Computer software increased due to the implementation of a new Medical Information System (Meditech), which is necessary as the existing system is outdated and no longer supported by the vendor.

Reimbursements increased by \$1.1 million due to increase in transfers from Alcohol Drug Services for administrative support and reimbursement of Rents/Lease of Structures.

The total realignment savings from 2003-04 budget to 2004-05 budget is \$11.6 million, a \$1.5 million increase in base budget offset by a \$13.1 million decrease in Board approved changes.

The increase in state and federal revenue is primarily due to increased billing rates and increased in the number of services provided to Medi-Cal/Early, Periodic, Screening, Diagnostic, and Treatment (EPSDT) eligible children.

DEPARTMENT: Behavioral Health  
FUND: General  
BUDGET UNIT: AAA MLH

**SCHEDULE A****MAJOR CHANGES TO THE BUDGET**

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>686.2</b>	<b>121,296,698</b>	<b>119,453,945</b>	<b>1,842,753</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	2,878,579	2,878,579	-
Internal Service Fund Adjustments	-	655,973	655,973	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>3,534,552</b>	<b>3,534,552</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	1,470,265	1,470,265	-
<b>Subtotal</b>	<b>-</b>	<b>1,470,265</b>	<b>1,470,265</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>(832,587)</b>	<b>832,587</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>686.2</b>	<b>126,301,515</b>	<b>123,626,175</b>	<b>2,675,340</b>
<b>Board Approved Changes to Base Budget</b>	<b>(120.3)</b>	<b>(11,602,008)</b>	<b>(10,769,421)</b>	<b>(832,587)</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>565.9</b>	<b>114,699,507</b>	<b>112,856,754</b>	<b>1,842,753</b>



DEPARTMENT: Behavioral Health  
FUND: General  
BUDGET UNIT: AAA MLH

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduce Payroll costs associated with Employment Services Specialist (ESS). Less than anticipated ESS positions from Human Services Systems.	-	(433,470)	-	(433,470)
2. Medical Staff (MD) Deleted contract psychiatrist positions due to restructuring the Medical Staff.	(3.8)	(634,000)	-	(634,000)
3. Delete 116.5 positions - Delete 96.0 positions that became vacant during FY2003-2004 and remained unfilled due to a hiring freeze. - Delete 16.0 filled positions that are unfunded for FY 04-05. The department is trying to place incumbents in other departments budgeted vacant positions. - Add a 0.5 Business Application Manager for ongoing support of the Department's Information technology systems and to assist with the implementation of Meditech. - Delete a net of 5.0 clerical and program positions due to transfers in/out between Behavioral Health and Alcohol and Drug. The department is trying to mix mental health professionals with alcohol and drug professionals to better serve clients with co-occurring diagnoses (mental health and substance	(116.5)	(5,513,682)	-	(5,513,682)
4. Services and supplies Reduce services and supplies by \$522,398 associated to the staffing reductions and increase contracts with incorporated MD to compensate for fewer staff MDs by \$193,379.		(329,019)	-	(329,019)
5. Decrease in Internal Service Funds services The following changes were made in services and supplies: increase cellular charges, shredding, and grounds and maintenance and decrease presort and packaging, records storage, courier and printing, Distributed Equipment, and ISD Direct labor.		(174,412)	-	(174,412)
6. Eliminate Indigent Contracts The department of Behavioral Health (DBH) currently reimburses local area Fee-For-Service (FFS) hospitals for psychiatric inpatient stays of medically indigent clients. These contracts are scheduled to be terminated to reduce reliance on Realignment. The department is developing a plan to address the needs of these clients by using existing resources and by providing alternative level of care.	-	(847,625)	-	(847,625)
<b>** Final Budget Adjustment - Policy item to restore Indigent Contracts</b> <b>The elimination of indigent contracts above was restored to the projected level of service required to maintain the current system of indigent care. Realignment is used to offset this cost.</b>	-	550,000	550,000	-
7. Reduce Service Contracts The department is in the process of restructuring several mental health contracts and will be terminating a number of the residential and EPSDT contracts. DBH has plans to shift existing treatment staff into Early, Periodic, Screening, Diagnostic, Treatment (EPSDT) service areas to provide services that will be lost due to contract terminations. These costs were primarily funded by Realignment.	-	(7,473,881)	-	(7,473,881)
<b>** Final Budget Adjustment - Mid year changes to contracted services</b> <b>Some of the contracts eliminated above were restored because the County finds that continuing these services is based on the most cost-effective use of available resources to maximize client outcomes to residents of San Bernardino County. Contracts restored were for the following services: 1) Early Periodic, Diagnostic, and Treatment Services and 2) Mental Health Clubhouses Services. Realignment is used to pay for these costs.</b>	-	3,628,327	3,628,327	-
8. Reduction in remote Pharmacy Costs Due to the new pharmacy benefit manager contract, the department estimates savings in remote pharmacy costs. These costs were funded with Realignment.	-	(167,795)	-	(167,795)
9. Meditech - Client Data System New client data system currently being evaluated for implementation in FY2004-2005. This line-item is for software licenses and costs associated with the installation and program support. Training and other related costs are not included in this line item. This is a one-time expenditure and it is necessary as the current system is outdated, not HIPAA compliant, and is no longer supported by the vendor.	-	1,923,200	-	1,923,200
10. Other miscellaneous changes The following changes were made in services and supplies: decrease phone services, food, equipment, training, special expense, general office expense, travel, mileage, advertising, and cowcap. These reductions were partially offset by increases in computer software, utilities, and rents.	-	(52,187)	-	(52,187)
11. Other Charges Decrease in interim funding to clients requiring placement, but either awaiting Social Security (SSI) approval or are not financially able to provide for their care		(72,474)	-	(72,474)
12. Transfers Out - Eliminate Children's System of Care (CSOC) grant The CSOC grant was only funded for half a year in 2003-04 and will not be funded in the 2004-05 budget year. The affected departments are: Public Health (\$229,000) and the Department of Children Services (\$185,088).	-	(414,088)	-	(414,088)
13. Transfers out - Lease costs Changes in lease costs are as follows: a decrease of (\$296,829) due to closing five locations and relocating the staff to surrounding DBH clinics. Also, the DBH Warehouse lease was terminated and relocated to the Gilbert Street complex, a county owned facility. An increase of \$556,092 as a result of DBH paying the Department of Real Estate for Alcohol and Drug Services' (ADS) lease costs. DBH is getting reimbursed for these costs.	-	259,263	-	259,263



DEPARTMENT: Behavioral Health  
FUND: General  
BUDGET UNIT: AAA MLH

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
14. Transfers out - Administrative Support/EHAP Transfers to Human Services Systems for administrative support in the areas of contracts and information systems increased by \$266,500; transfers to Alcohol and Drug Services for program support increased by \$58,541; and EHAP increased by \$3,690.	-	328,731	-	328,731
15. Reimbursements The following changes were made to reimbursements: Eliminate transfers related to the Repeat Offenders Prevention Program (ROPP) from Probation; increase transfers for Program Manager and intensive Day program (SHAC beds) funded by the Department of Child Support and increase transfers from ADS for rent and administration support.		(1,078,896)	-	(1,078,896)
16. Decrease in Operating Transfers Out The following changes to Operating Transfers out were made: a decrease due to elimination of the capital improvement project to renovate Building H, located on the Gilbert Street Complex, due to budget constraints and conclusion of the Phoenix project, partially offset by an increase in Inpatient Managed Care costs. All these costs were funded by Realignment.	-	(1,100,000)	-	(1,100,000)
17. Decrease in Realignment The Department developed a strategic service plan intended to define strategies that meet the needs of priority target populations while recognizing budgetary constraints. The main goals of this new focus is to preserve clinical services to its target population (Medi-Cal eligible children/families and severely persistently mentally ill adults and to better align spending with ongoing Realignment funding.		-	(17,225,687)	17,225,687
<b>** Final Budget Adjustment - Fee requests - Realignment</b> <b>A new fee for Continuing Education Units was established. Realignment is offset by the fee revenue. See Final Budget Adjustment to Current Services under line #21.</b>		-	(26,370)	26,370
18. EPSDT growth FY 2002-03 and FY 2003-04 Estimates indicate anticipated EPSDT net growth for these two fiscal years in the amount of \$1.8 million.	-	-	1,789,595	(1,789,595)
19. Anticipated increase in Medi-Cal FFP Estimated \$2.59 million growth due to increased billing rates, adjusted based on actual costs to provide services. Also, DBH will be providing an increased number of services to Medi-Cal/EPSDT eligible children.	-	-	2,586,267	(2,586,267)
20. State/Federal Aid Decreases in state/federal revenue are due to the following: the conclusion of the MIOCR grant and the Vocational Rehabilitation grant, and decreases in Medicare.		-	(1,839,273)	1,839,273
21. Current Services Minor decrease in private pay.		-	(895)	895
<b>** Final Budget Adjustment - Fee requests - Current Services</b> <b>Current services is increased due to a new fee for Continuing Education Units. This fee will reimburse the county for providing classes and certificates to non-county mental health providers. The revenue generated by this fee will offset realignment usage see Final Budget Adjustment to Realignment under line item #17.</b>		-	26,370	(26,370)
22. Miscellaneous change to other revenues Decrease in Institutes of Mental Disease - SSI payments. There was also a decrease in expenses related to this revenue. See Other Charges, line item #11.		-	(257,755)	257,755
<b>Total</b>	<b>(120.3)</b>	<b>(11,602,008)</b>	<b>(10,769,421)</b>	<b>(832,587)</b>

**\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**





## Alcohol and Drug Services

### DESCRIPTION OF MAJOR SERVICES

The Department of Behavioral Health's Alcohol and Drug Services program consists of comprehensive substance abuse prevention and treatment programs to county residents. Services are provided by 6 county operated clinics and approximately 30 contractors. The major components include outpatient, residential, prevention, methadone, and case management services. Annually, approximately 13,700 clients are served and over 90,000 hours of prevention services are performed.

Alcohol and Drug services (ADS) are primarily funded by federal block grant and state revenues (65%). The remaining sources of revenue are court fines for Driving Under the Influence (DUI) offenses, fees for services, and reimbursements provided by Human Services System (HSS) CalWorks program and the Proposition 36 – Substance Abuse and Crime Prevention Act program. In addition, the county must fund the required maintenance of effort (MOE) for the block grant and state funds. The department's local cost of \$149,458 finances the required MOE.

### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	16,559,879	20,063,339	19,218,436	20,577,850
Departmental Revenue	16,397,711	19,913,881	19,068,977	20,428,392
Local Cost	162,168	149,458	149,459	149,458
Budgeted Staffing		91.5		74.1

#### Workload Indicators

Drug Abuse Prevention Hours	76,699	73,000	84,470	85,000
Residential Treatment Clients	2,774	2,300	2,399	2,500
Outpatient Treatment Clients	9,054	9,500	8,009	8,100
Methadone Treatment Clients	947	1,259	895	900

Variances between actual and budget for 2003-04 existed in:

- 1) Salaries and benefits due to attrition and the county's hiring freeze.
- 2) Services and supplies and reimbursements due to a significant reduction in CalWorks referrals and a reclassification of rents and leases now reflected in transfers.
- 3) Transfers due to a reclassification of rents and leases previously budgeted in services and supplies.
- 4) State revenue due to lower than anticipated state receipts based on a revised preliminary allocation which was partially offset by increased Medi-Cal revenues for additional Perinatal services provided.
- 5) Operating transfer-in due to a higher transfer from the Prior year unused Substance Abuse Prevention and Treatment (SAPT) funds. These funds are used to fund prevention services and the balance of all other program costs not supported by other revenues. In addition, these funds must be spent within the next 18 months or they must be returned to the state.

Actual service data indicates that ADS and its contractors are providing more hours of prevention services and treating more residential clients in 2003-04 than originally budgeted. The 2004-05 workload indicators reflect this increase in services.

Outpatient services were under budget is due to a decrease in funding allocated to contractors providing these services and a change in payment methodology where outpatient treatment claims are now paid on a cost reimbursement basis versus a fee for service basis, which provided less of an incentive to meet the budgeted client and units of service amounts.

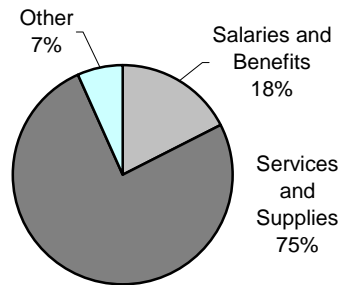




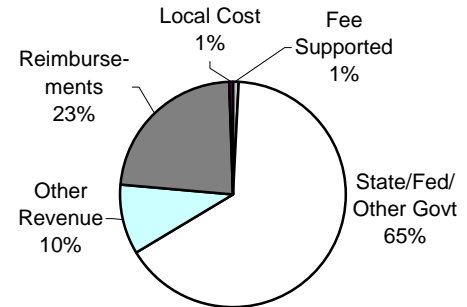
Methadone services are long-term programs and the number of clients served is limited by the licensed capacity. The actual for 2003-04 is consistent with prior years and the 2004-05 budget has been adjusted accordingly.

Even though the department is expected to delete 17.4 positions, there is no projected decrease in services as the salaries savings will be utilized to fund contracted services. This increase in contracted services is due to the implementation of a new Perinatal Pilot Project.

#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

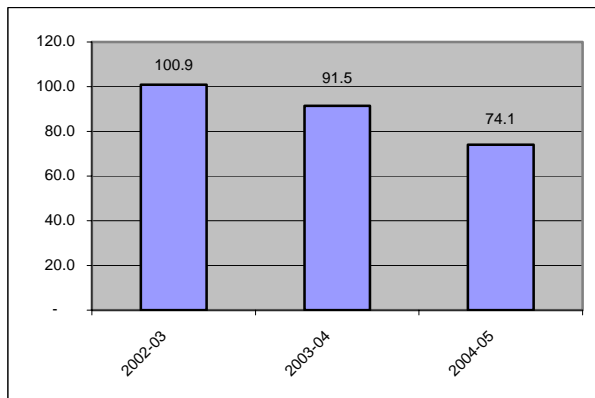


#### 2004-05 BREAKDOWN BY FINANCING SOURCE

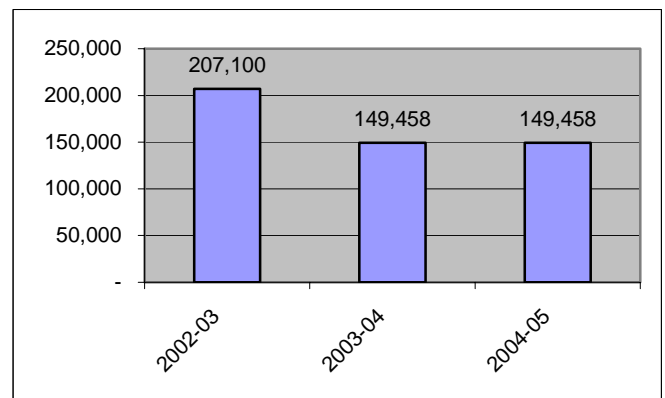


The majority of the services provided by the department are through contracted providers. Contracted services accounts for \$19.1 million out of the \$26.8 million budget for 2004-05.

#### 2004-05 STAFFING TREND CHART



#### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Alcohol and Drug Services  
FUND: General

BUDGET UNIT: AAA ADS  
FUNCTION: Health & Sanitation  
ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	4,228,395	5,180,760	5,531,635	(817,658)	4,713,977
Services and Supplies	18,394,226	20,234,602	20,242,186	(13,810)	20,228,376
Transfers	1,412,775	850,039	850,039	963,561	1,813,600
Total Exp Authority	24,035,396	26,265,401	26,623,860	132,093	26,755,953
Reimbursements	(4,816,960)	(6,202,062)	(6,202,062)	23,959	(6,178,103)
Total Appropriation	19,218,436	20,063,339	20,421,798	156,052	20,577,850
<b>Departmental Revenue</b>					
State, Fed or Gov't Aid	15,549,375	17,292,899	17,651,358	(96,470)	17,554,888
Current Services	354,411	215,982	215,982	-	215,982
Other Revenue	107,690	125,000	125,000	-	125,000
Total Revenue	16,011,476	17,633,881	17,992,340	(96,470)	17,895,870
Operating Transfers In	3,057,501	2,280,000	2,280,000	252,522	2,532,522
Total Financing Sources	19,068,977	19,913,881	20,272,340	156,052	20,428,392
Local Cost	149,459	149,458	149,458	-	149,458
Budgeted Staffing		91.5	91.5	(17.4)	74.1

DEPARTMENT: Alcohol and Drug Services  
FUND: General  
BUDGET UNIT: AAA ADS

**SCHEDULE A**

**MAJOR CHANGES TO THE BUDGET**

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>91.5</b>	<b>20,063,339</b>	<b>19,913,881</b>	<b>149,458</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	350,875	350,875	-
Internal Service Fund Adjustments	-	7,584	7,584	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>358,459</b>	<b>358,459</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>				
	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>91.5</b>	<b>20,421,798</b>	<b>20,272,340</b>	<b>149,458</b>
<b>Board Approved Changes to Base Budget</b>	<b>(17.4)</b>	<b>156,052</b>	<b>156,052</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>74.1</b>	<b>20,577,850</b>	<b>20,428,392</b>	<b>149,458</b>



DEPARTMENT: Alcohol and Drug Services  
 FUND: General  
 BUDGET UNIT: AAA ADS

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Delete 17.4 FTE The following changes were made to Salaries and Benefits: - Delete 21.9 funded vacant positions. - Delete 1.0 funded supervisory filled position. Due to a reorganization, this position is no longer needed. The department is currently trying to place the incumbent into another position. - Add 0.5 of a Deputy Director of Mental Health Services. This position is needed to provide adequate services to the department's target population, which is individuals with co-occurring disorders (substance abuse and mental health diagnoses). The department expects to complete the recruitment process around December. - Add a net of 5.0 clerical and program positions due to transfers in/out between Alcohol and Drug and Behavioral Health. The department of Behavioral Health is trying to mix mental health professionals with alcohol and drug professionals to better serve clients with co-occurring diagnoses (mental health and substance abuse).	(17.4)	(817,658)	-	(817,658)
2. Reduce Internal Service Funds Services The following changes were made to services and supplies: Increase in Comnet Charges and Cellular Charges, and decrease in Courier/Printing services.	-	(38,582)	-	(38,582)
3. Other professional services Increase for contracted services is due to Perinatal Pilot Project and expected increased of costs and services due to Request For Proposals for Outpatient, Recovery, and Prevention Programs.	-	844,450	-	844,450
4. Reclassify Rents and Leases - Services and Supplies Due to an accounting change lease costs have been reclassified to Transfers out.	-	(725,029)	-	(725,029)
5. Decrease to various expenses Increase in outside phone company charges and decrease temporary help, equipment, general office expense, and professional services. Services and supplies decreased to reflect current year trend.	-	(94,649)	-	(94,649)
6. Reclassify Rents and Leases - Transfers out Lease costs previously budgeted in services and supplies are now reflected in Transfer out due to an accounting change. In addition, there was also a decrease in this expenditure as a result of relocating Alcohol and Drug personnel to county owned facilities.	-	556,092	-	556,092
7. Increase in Transfers Out The increase in Transfers out is related to the following: increase transfers to DBH to comply with Medi-Cal regulations for cost reimbursements for administration support - \$400,000; increase in Drug Court administrative costs - \$7,520; and decrease in EHAP costs - (\$51).	-	407,469	-	407,469
8. Decrease in Reimbursements There was a net decrease in reimbursements due to the conclusion of the Repeat Offenders Preventive Program grant which was partially offset by an increase from Behavioral Health for administrative costs.	-	23,959	-	23,959
9. Deletion of Cost to Maintain Current Program Services Assumption MOU expenses and Risk Management liabilities increases are expected to be primarily funded by revenue increases. This entry backs out that assumption and is replaced by the detail listed below of what actually is happening.	-	-	(358,459)	358,459
10. Net increase in Revenues State Aid decreased by \$61,237 while Federal Aid increased by \$323,226.	-	-	261,989	(261,989)
11. Increase in Other Financing Sources Increased use of Prior year carryover allocation. Funds are transferred from Special Revenue Funds (SDC, SDH, AND SDI).	-	-	252,522	(252,522)
<b>Total</b>	<b>(17.4)</b>	<b>156,052</b>	<b>156,052</b>	<b>-</b>



## Special Patient Account

### GENERAL PROGRAM STATEMENT

The Department of Behavioral Health established the special patient's account to monitor funds set aside for special purposes. Revenues from Adopt-a-Duck and other donations are used for therapy supplies, poster contest awards, and other items for recovery centers.

A portion of the annual Children's Fund "Adopt-A-Duck" program proceeds are awarded to the Department of Behavioral Health. These funds are historically between \$1,000 and \$2,000. Occasionally private donations will be made to help fund self-supported recovery centers. The existing funds will be used to continue supporting existing recovery centers as well as assist other centers in being established throughout the county.

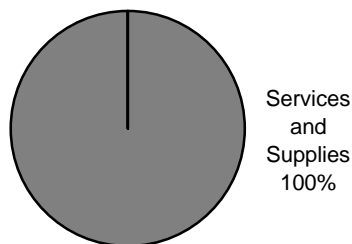
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

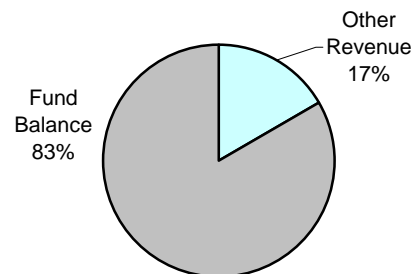
	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	-	16,600	9,126	10,544
Departmental Revenue	1,216	3,800	5,110	1,760
Fund Balance		12,800		8,784

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget. The department plans to use the fund balance in 2004-05 to support clubhouse expenditures. Significant variance between actual and budget for 2003-04 existed in revenue due to additional fundraising activities performed by Alcohol and Drug clinics.

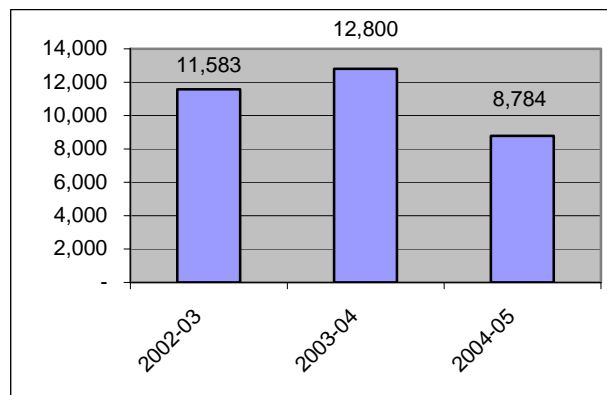
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Behavioral Health  
FUND: Special Patient Account

BUDGET UNIT: RMC MLH  
FUNCTION: Health & Sanitation  
ACTIVITY: Health Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	9,126	16,600	16,600	(6,056)	10,544
Total Appropriation	9,126	16,600	16,600	(6,056)	10,544
<b>Departmental Revenue</b>					
Other Revenue	5,110	3,800	3,800	(2,040)	1,760
Total Revenue	5,110	3,800	3,800	(2,040)	1,760
Fund Balance		12,800	12,800	(4,016)	8,784

DEPARTMENT: Behavioral Health  
FUND: Special Patient Account  
BUDGET UNIT: RMC MLH

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	16,600	3,800	12,800
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	16,600	3,800	12,800
<b>Board Approved Changes to Base Budget</b>	-	(6,056)	(2,040)	(4,016)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	10,544	1,760	8,784

DEPARTMENT: Behavioral Health  
FUND: Special Patient Account  
BUDGET UNIT: RMC MLH

#### SCHEDULE B

#### BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Changes in service and supplies Decrease to reflect projected revenues and lower fund balance.	-	(13,104)	-	(13,104)
<b>** Final Budget Adjustment - Fund Balance</b> Services and supplies increased due to a higher than anticipated fund balance.	-	7,048	-	7,048
2. Revenue Decrease to reflect projected revenues from Private donations and Childrens Fund for Adopt-A-Duck.	-	-	(2,040)	2,040
<b>Total</b>	-	(6,056)	(2,040)	(4,016)

\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.



## Driving Under the Influence Programs

### DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS).

As per Title 9, Division 4, Chapter 3, 9878 (m) of the State regulations and Health and Safety Code 11837.8 (a), the Department of Behavioral Health charges fees to privately owned and operated vendors for monitoring their Penal Code (PC) 1000 and Driving Under the Influence (DUI) programs. The supervision of these programs resided with the county as indicated by Vehicle Code Section 1660.7, which states that the supervision and regulation of the first offender program resides with the county.

Fees collected from privately owned and operated DUI programs within the county are deposited into this fund. Funds are then transferred to ADS, as they are needed to meet the costs of ADS staff assigned to this function. These funds can only be used for the cost of monitoring the PC 1000 programs and DUI programs.

There is no staffing associated with this budget unit.

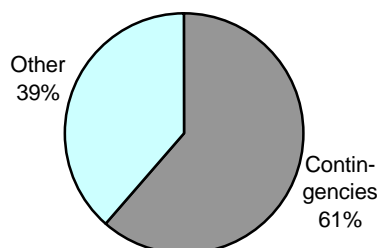
### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Requirements	130,000	369,272	130,000	336,269
Departmental Revenue	118,749	120,000	105,743	111,254
Fund Balance		249,272		225,015

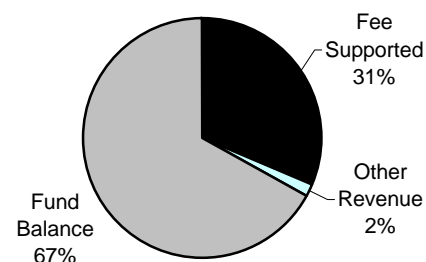
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Variance between budget and actual for 2003-04 existed in revenues due to less class attendees being directed from the Superior Court than anticipated.

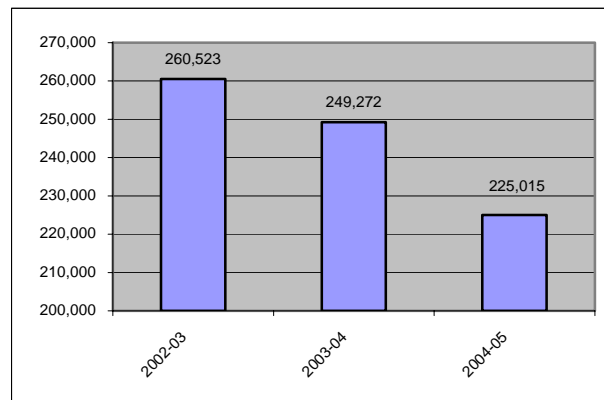
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART



**GROUP:** Administrative/Executive  
**DEPARTMENT:** Behavioral Health  
**FUND:** Driving Under the Influence Programs

**BUDGET UNIT:** SDC MLH  
**FUNCTION:** Health & Sanitation  
**ACTIVITY:** Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Contingencies	-	-	-	206,269	206,269
Total Appropriation	-	-	-	206,269	206,269
Operating Transfers Out	130,000	369,272	369,272	(239,272)	130,000
Total Requirements	130,000	369,272	369,272	(33,003)	336,269
<b><u>Departmental Revenue</u></b>					
Use of Money and Prop	4,487	-	-	5,400	5,400
Current Services	101,256	120,000	120,000	(14,146)	105,854
Total Revenue	105,743	120,000	120,000	(8,746)	111,254
Fund Balance		249,272	249,272	(24,257)	225,015

**DEPARTMENT:** Behavioral Health  
**FUND:** Driving Under the Influence Programs  
**BUDGET UNIT:** SDC MLH

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	369,272	120,000	249,272
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	369,272	120,000	249,272
<b>Board Approved Changes to Base Budget</b>	-	(33,003)	(8,746)	(24,257)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	336,269	111,254	225,015



DEPARTMENT: Behavioral Health  
 FUND: Driving Under the Influence Programs  
 BUDGET UNIT: SDC MLH

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Increase in Contingencies Contingencies represent unbudgeted available fund balance for monitoring Driving Under the Influence programs.	-	202,847	-	202,847
<b>** Final Budget Adjustment - Fund Balance Contingencies increased due to a higher than anticipated fund balance.</b>	-	<b>3,422</b>	-	<b>3,422</b>
2. Decrease in Operating Transfers Out The reduction in operating transfers out is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.	-	(239,272)	-	(239,272)
3. Decrease Fee Revenue/Interest Revenue Decrease based on current year actual revenue.	-	-	(14,146)	14,146
4. Interest revenue Interest revenue is now budgeted.	-	-	5,400	(5,400)
<b>Total</b>	<b>-</b>	<b>(33,003)</b>	<b>(8,746)</b>	<b>(24,257)</b>

**\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.**





## State Block Grants Carryover Program

### DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS).

ADS utilizes the Special Revenue fund SDH to hold money received from the State Department of Alcohol and Drug Programs (ADP) under a multi-year cost reimbursement contract that allows the county to retain unused Substance Abuse Prevention and Treatment (SAPT) funds for use in the next fiscal years. These funds are to be spent on alcohol abuse prevention, education, and treatment in schools and the community as described in the annual update to the contract between county and the state. Funds are then transferred to ADS based on the needs of the program.

There is no staffing associated with this budget unit.

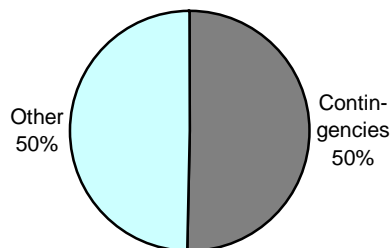
### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	-	3,767,930	2,277,501	4,017,625
Departmental Revenue	2,263,064	1,500,000	2,502,196	1,525,000
Fund Balance		2,267,930		2,492,625

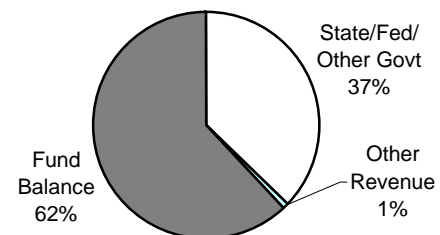
In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Significant variance between actual and budget for 2003-04 existed in revenues due to a one time lower than anticipated expenditures in the department of Alcohol and Drug. These costs savings resulted in an increase in carryover SAPT funds.

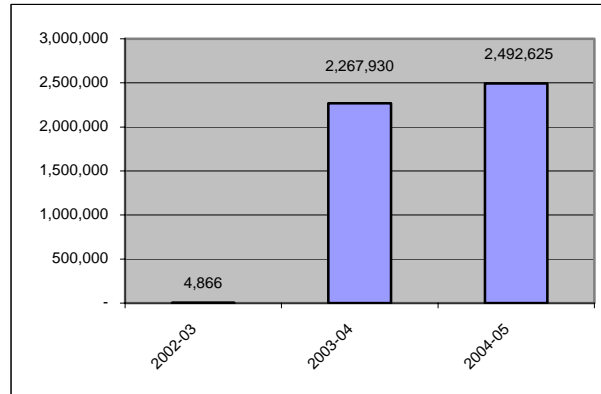
#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



#### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Behavioral Health  
FUND: State Block Grants Carryover Program

BUDGET UNIT: SDH MLH  
FUNCTION: Health & Sanitation  
ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Contingencies	-	-	-	2,015,103	2,015,103
Total Appropriation	-	-	-	2,015,103	2,015,103
Operating Transfers Out	2,277,501	3,767,930	3,767,930	(1,765,408)	2,002,522
Total Requirements	2,277,501	3,767,930	3,767,930	249,695	4,017,625
<b>Departmental Revenue</b>					
Use of Money and Prop	16,948	-	-	25,000	25,000
State, Fed or Gov't Aid	2,485,248	1,500,000	1,500,000	-	1,500,000
Total Revenue	2,502,196	1,500,000	1,500,000	25,000	1,525,000
Fund Balance		2,267,930	2,267,930	224,695	2,492,625

DEPARTMENT: Behavioral Health  
FUND: State Block Grants Carryover Program  
BUDGET UNIT: SDH MLH

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	3,767,930	1,500,000	2,267,930
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>				
	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	3,767,930	1,500,000	2,267,930
<b>Board Approved Changes to Base Budget</b>	-	249,695	25,000	224,695
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	4,017,625	1,525,000	2,492,625



DEPARTMENT: Behavioral Health  
 FUND: State Block Grants Carryover Program  
 BUDGET UNIT: SDH MLH

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies *	-	1,781,025	-	1,781,025
Contingencies represent unbudgeted available fund balance for the state carryover funds.				
<b>** Final Budget Adjustment - Fund Balance</b>	-	<b>234,078</b>	-	<b>234,078</b>
<b>Contingencies increased due to a higher than anticipated fund balance.</b>				
2. Operating Transfers Out	-	(1,765,408)	-	(1,765,408)
The fund holds unspent funds received from the State Department of Alcohol and Drug Programs under a multi-year substance abuse prevention and treatment contract. The decreased is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.				
3. Interest Revenue	-	-	25,000	(25,000)
Interest revenue is now budgeted.				
<b>Total</b>	<b>-</b>	<b>249,695</b>	<b>25,000</b>	<b>224,695</b>

**\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.**



## Court Alcohol and Drug Program

### DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit Alcohol and Drug Services will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Alcohol and Drug Services (ADS). The revenue transferred to ADS funds alcohol abuse prevention, education, and treatment in schools and the community.

The special revenue fund consists of three revenue sources:

- The first source is referred as Statham funds, which are fines collected from individuals convicted of Driving Under the Influence (DUI) offenses.
- The second source is fines imposed by Senate Bill 921 on September 23, 1986. The bill requires every person convicted of an offense involving controlled substance to pay a drug program fee in amount not to exceed \$100 for each separate offense. The money collected is to be used for drug abuse programs in the schools and the community.
- The third source is fines imposed by Senate Bill 920 on September 24, 1996. The bill requires persons convicted of specific alcohol related offenses to pay an additional alcohol abuse education and prevention penalty assessment in an amount not to exceed \$50. The money collected is to be used exclusively for alcohol abuse and prevention services.

All revenue is collected by the Superior Court and Central Collections and then transferred into this fund for later distribution to ADS.

There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

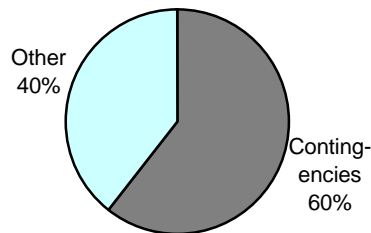
	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Requirements	650,000	1,295,666	650,000	1,010,792
Departmental Revenue	431,110	440,000	385,125	420,000
Fund Balance		855,666		590,792

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

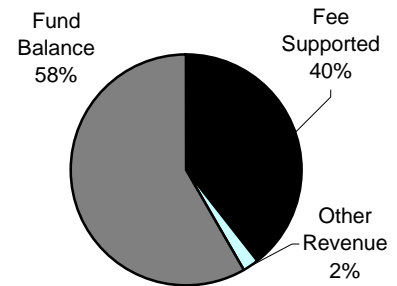
The 2004-05 budget reflects a decrease of \$250,000 in operating transfers out. This decrease will bring ongoing expenditures in line with ongoing revenues.



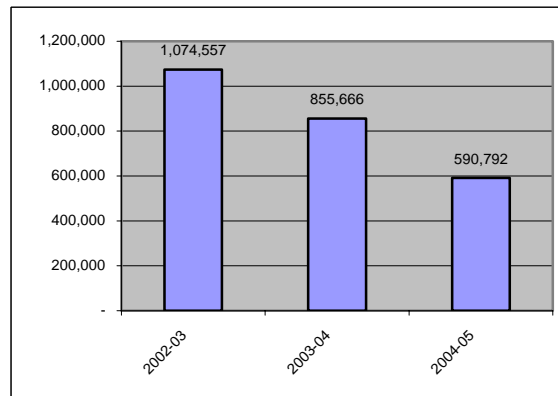
## 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



## 2004-05 BREAKDOWN BY FINANCING SOURCE



## 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Behavioral Health  
 FUND: Court Alcohol and Drug Program

BUDGET UNIT: SDI MLH  
 FUNCTION: Health & Sanitation  
 ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b><u>Appropriation</u></b>					
Contingencies	-	-	-	610,792	610,792
Total Appropriation	-	-	-	610,792	610,792
Operating Transfers Out	650,000	1,295,666	1,295,666	(895,666)	400,000
Total Requirements	650,000	1,295,666	1,295,666	(284,874)	1,010,792
<b><u>Departmental Revenue</u></b>					
Fines and Forfeitures	370,569	440,000	440,000	(40,000)	400,000
Use of Money and Prop	13,782	-	-	20,000	20,000
Other Revenue	774	-	-	-	-
Total Revenue	385,125	440,000	440,000	(20,000)	420,000
Fund Balance		855,666	855,666	(264,874)	590,792



DEPARTMENT: Behavioral Health  
 FUND: Court Alcohol and Drug Program  
 BUDGET UNIT: SDI MLH

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	1,295,666	440,000	855,666
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	1,295,666	440,000	855,666
<b>Board Approved Changes to Base Budget</b>	-	(284,874)	(20,000)	(264,874)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	1,010,792	420,000	590,792

DEPARTMENT: Behavioral Health  
 FUND: Court Alcohol and Drug Program  
 BUDGET UNIT: SDI MLH

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Increase in Contingencies Contingencies represent unbudgeted available fund balance for Alcohol and Drug prevention programs.	-	572,682	-	572,682
<b>** Final Budget Adjustment - Fund Balance</b> <b>Contingencies increased due to a higher than anticipated fund balance.</b>	-	38,110	-	38,110
2. Decrease in Operating Transfers Out Reduce operating transfers out to bring ongoing expenditures in line with ongoing revenues.	-	(250,000)	-	(250,000)
3. Decrease in Operating Transfers Out related to increase in Contingencies The decreased is due to a budget methodology change wherein funds available that are not budgeted in the operating budget unit of Alcohol and Drug will be budgeted as contingencies.	-	(645,666)	-	(645,666)
4. Fines and Forfeitures Fines revenue was reduced as actual collections were lower than budgeted.	-	-	(40,000)	40,000
5. Interest revenue Interest revenue is now budgeted.	-	-	20,000	(20,000)
<b>Total</b>	-	(284,874)	(20,000)	(264,874)

**\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.**

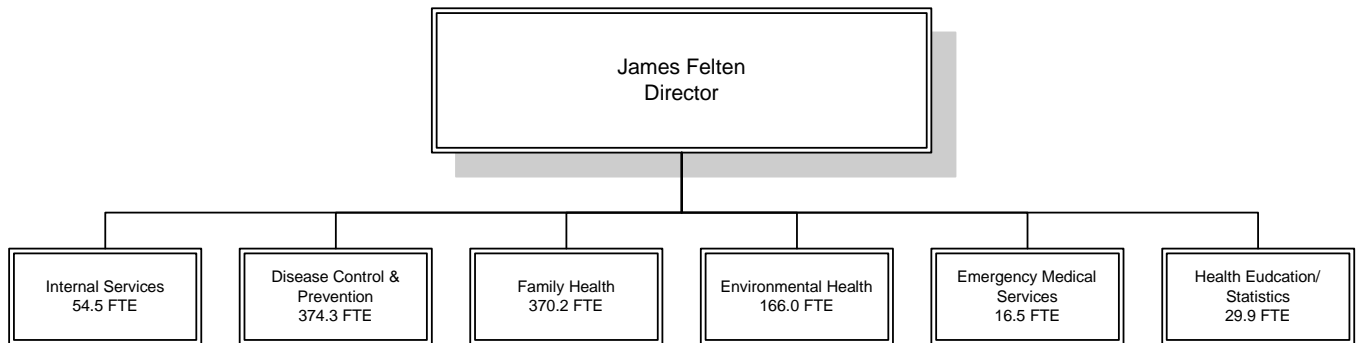


## PUBLIC HEALTH James Felten

### MISSION STATEMENT

To satisfy our customers by providing community and preventive health services that promote and improve the health, safety, well being, and quality of life of San Bernardino County residents and visitors.

### ORGANIZATIONAL CHART



### SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Public Health	76,224,425	75,572,315	652,110		862.8
California Children's Services	12,713,007	11,174,966	1,538,041		149.6
Indigent Ambulance	472,501	-	472,501		-
Cajon Dump Site Clean up	-	-		-	-
Bio-terrorism Preparedness	3,388,618	2,451,340		937,278	-
Vital Statistics State Fees	442,153	151,300		290,853	-
Ambulance Perform. Based Fines	40,000	40,000		-	-
Vector Control Assessments	3,408,870	1,700,000		1,708,870	-
<b>TOTAL</b>	<b>96,689,574</b>	<b>91,089,921</b>	<b>2,662,652</b>	<b>2,937,001</b>	<b>1,012.4</b>

## Public Health

### DESCRIPTION OF MAJOR SERVICES

The Department of Public Health provides a wide range of services to prevent diseases and improve the health, safety and quality of life for residents and visitors of San Bernardino County. The department operates over thirty different programs, many of which are mandated by the State Health and Safety Code. Funding comes from state and federal grants, local fees, charges for services, tax revenue, and a small amount of county general fund for Animal Care & Control related expenses. Some of the key service delivery functions are described below.

#### Communicable and Chronic Disease Control and Prevention

Disease control services relate to the surveillance and prevention of illness and disease. Clinical programs providing prevention, education, diagnosis, and treatment of health issues of particular public importance include infection disease programs, such as tuberculosis and HIV/AIDS, and a comprehensive reproductive health program. Other disease control functions include management of the countywide immunization tracking system, provision of vital public health immunizations, and monitoring of disease patterns and occurrence.



Several programs aim to prevent or reduce the significant burden that chronic disease and cancer have on the county. Tobacco use prevention and education is an important piece of this effort, as is a program working to promote healthy lifestyles through exercise and healthy eating. Traditional screening for selected gender-specific cancers is also provided through collaborative efforts with community and health care partners. The department has optimized such activities by joining other members of the Community Health Coalition to develop strategies for combating the serious impact of coronary heart disease, the leading cause of death in San Bernardino County. The county has the highest age-adjusted death rate due to coronary heart disease of all counties in California.

#### Bio-terrorism Response and Emergency Medical Services

As a result of a federal initiative, the department has developed a Comprehensive Bio-terrorism Preparedness and Response Plan. It details strategies for working with multiple partners to improve response capabilities in the event of a bio-terrorism incident or other public health emergency. One vital program that enhances the county's capacity to respond quickly to emergencies is the public health laboratory. Its Level B designation enables rapid, sophisticated testing to investigate any possible terror-related causes of illness. That responsibility covers not only San Bernardino, but two neighboring counties as well.

The effort to vaccinate public health and healthcare workers against smallpox highlights how the department collaborates internally and externally. Epidemiologists, nurses, and health educators have worked together to develop and conduct presentations for emergency responder agencies, hospitals, and community groups. Hundreds of potential vaccinees have been educated about smallpox disease and the vaccine. San Bernardino County had a high rate of vaccination compared to other California counties. The vaccine has successfully been administered to many public health employees and hospital staff. The campaign strengthened relationships with vital county and community partners, and further prepares the county to respond if a smallpox event occurs.

#### Maternal and Child Health

Services focus on the prevention of disease or disability to maximize the potential of an individual or family unit and promote healthy outcomes in high-risk populations. Staff is dedicated to a philosophy of excellence in providing comprehensive client-centered services that are culturally sensitive and improve the health and well being of children, adolescents, and families in our communities. There is also a commitment to establishing and maintaining collaborative working partnerships with our communities that respect both the clients and employees.

Clinical programs providing diagnosis, treatment and education focus on prenatal care and child health. Starting in 2003-04, the Gateway program was implemented to help assure uninsured children, less than 19 years of age, a medical home for preventive and curative health services. In addition, several programs provide both home and community based services. These programs target families and youth at risk for child abuse, family violence, teen pregnancy, truancy, juvenile probation and medical neglect.

#### Environmental Health Services

The purpose of environmental health services is to prevent, eliminate, or reduce hazards that could adversely affect health, safety, and quality of life through an integrated and comprehensive array of programs.

The Food Protection program assures food provided for human consumption is of good quality, safe, free of adulteration, and properly labeled and advertised. Facility plans are reviewed to verify they are constructed according to code and food is stored, prepared, and served under clean, safe and sanitary conditions.

The Recreational Health program ensures all public recreational waters and public swimming pools and spas are free of safety hazards, disease and life-threatening exposures. The Housing program also provides safety by inspecting for code compliance in dwellings such as multi-family units, motels/hotels and bed and breakfasts to promote housing free of environmental health hazards.

The regulatory activities of the Water program protect the safety of the county's drinking water. The Waste program has a similar authority in regulating the proper storage, disposal, and transportation of solid waste.

To prevent the spread of disease by carriers like mosquitoes, flies and rodents, the Vector Control program conducts constant monitoring, surveillance and control activities. The spread of West Nile Virus in birds and mosquitoes throughout much of the United States, now including San Bernardino County, is expected to result in human cases of this disease and to challenge our vector control capabilities throughout the county in 2004 and beyond. The Vector Control staff works closely with the Epidemiology staff to investigate any suspected human West Nile Virus cases to prevent further disease.





The Animal Care and Control program protects the public from rabies through mass vaccination of the county pet dog population, stray animal abatement (through enforcement of the Leash Law), wild life rabies surveillance, quarantine of biting animals, laboratory examination of animals for rabies and public education. In addition, the program investigates animal complaints and provides safe sheltering care, return, adoption or, as a last resort, the humane euthanasia of unwanted animals.

## BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	69,945,977	73,611,885	73,652,517	76,224,425
Total Financing Sources	69,436,828	72,967,163	72,978,701	75,572,315
Local Cost	509,149	644,722	673,816	652,110
Budgeted Staffing		921.3		862.8

### Workload Indicators

Patient Visits	92,853	107,410	102,052	106,966
Immunizations	118,496	162,000	93,167	120,515
Lab Examinations	110,042	102,550	102,992	102,550
Home Visits	20,918	17,380	16,760	18,900
Animal Control Responses	399,174	400,500	328,765	314,000
WIC Vouchers Distributed	758,168	773,000	783,114	792,000
Inspections/Permits	41,106	40,952	34,883	40,269

Significant variances between actual and budget for 2003-04 existed in equipment, vehicles, fines and forfeitures, licenses and permits, and current services.

Equipment and vehicles variances are due to purchases funded by a one-time Homeland Security grant approved by the Board during the year.

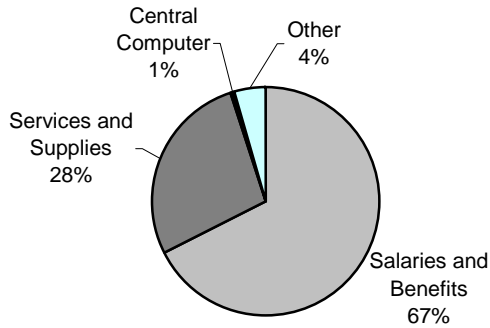
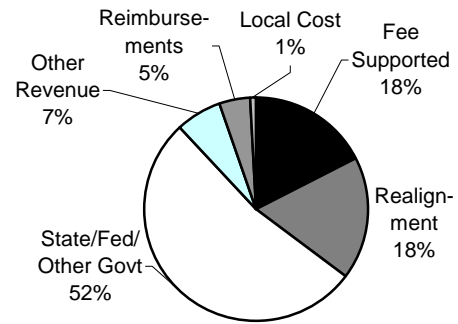
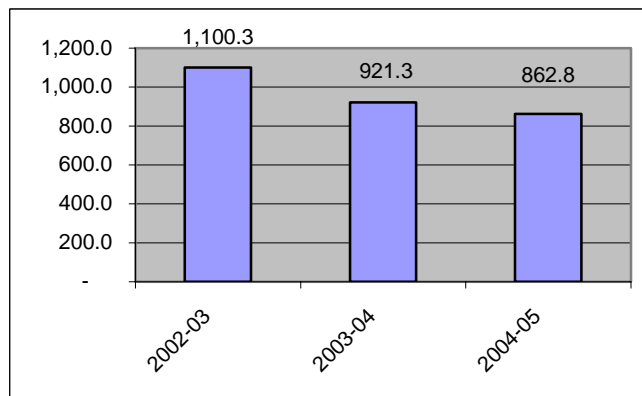
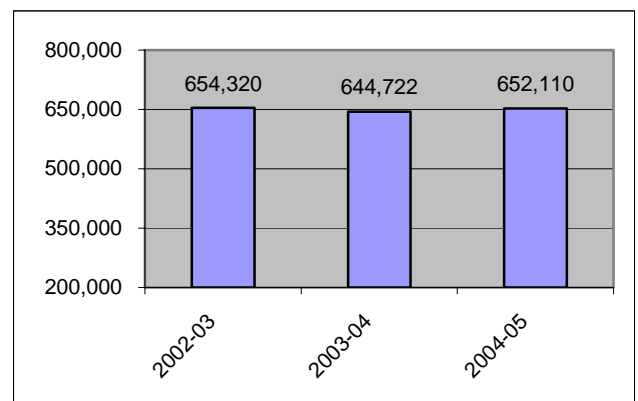
Over recognition of fines and forfeitures revenue is due to the receipt of additional one-time funds from the Maddy Emergency Medical Services fund. This fund receives monies for penalty assessments collected by the Superior Court for fines related to criminal offenses. During 2003-04, there was a correction made to the allocation and the department was given additional funds belonging to prior years. The monies in this trust fund must be drawn out in total at year-end. The 2004-05 budget reflects a slightly increase to this revenue source.

Under recognition of licenses & permits revenue is offset by higher than budgeted current services revenue. This is a result of a reclassification of revenues. This change has been reflected properly in the 2004-05 budget.

Significant workload indicators variances between actual and budget for 2003-04 existed in the following areas:

- Immunizations: The 2003-04 actual is 42.5% below the budget as this program was severely impacted by the elimination of the Child Health Program, staff vacancies, the large flu outbreak in December, the subsequent lack of flu vaccine and pneumonia vaccine, and the continued trend towards children being immunized by their private physician. Over the last few years, immunizations performed by Public Health have declined and the 2004-05 workload indicator reflects this trend.
- Animal Control Responses: The 2003-04 actual is 17.9% below the budget due primarily to the implementation of the new information system, Chameleon, and a shortage of staff. Chameleon counts the calls for services differently than the old system. This new system assigns a subset number when more than one call is received for the same service, while the old system counted each call separately even when it was in regards to the same emergency. In addition, the department maintained several vacancies during the year to avoid layoffs at year-end and reduced the staffing level for 2004-05 due to the increase in salary costs and the 9% reduction in local cost.
- Inspections/Permits: the 2003-04 actual is 14.8% below the budget for the following reasons: 1) the department consolidated min-market permits from two to one resulting in 1600 fewer permits counted with no change to the number of establishments; 2) staff vacancies and extended medical leave resulted in approximately 1500 food facility inspections not being completed; and 3) staff assisted in many areas during the fires putting inspections on hold during that time.



**2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY****2004-05 BREAKDOWN BY FINANCING SOURCE****2004-05 STAFFING TREND CHART****2004-05 LOCAL COST TREND CHART**

**GROUP: Administrative/Executive**  
**DEPARTMENT: Public Health**  
**FUND: General**

**BUDGET UNIT: AAA PHL**  
**FUNCTION: Health and Sanitation**  
**ACTIVITY: Health Care**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	52,125,021	52,439,136	57,397,782	(3,585,780)	53,812,002
Services and Supplies	21,811,683	22,062,883	24,588,140	(2,579,264)	22,008,876
Central Computer	430,079	430,079	543,087	-	543,087
Equipment	138,938	85,000	85,000	45,000	130,000
Vehicles	2,199	-	-	-	-
Transfers	2,973,539	3,074,773	3,076,749	242,331	3,319,080
Total Exp Authority	77,481,459	78,091,871	85,690,758	(5,877,713)	79,813,045
Reimbursements	(3,828,942)	(4,479,986)	(4,479,986)	891,366	(3,588,620)
Total Appropriation	73,652,517	73,611,885	81,210,772	(4,986,347)	76,224,425
<b>Departmental Revenue</b>					
Taxes	108,716	122,000	122,000	-	122,000
Licenses & Permits	6,076,999	6,983,003	6,983,003	(601,992)	6,381,011
Fines and Forfeitures	580,016	250,000	250,000	12,000	262,000
Realign-ment	13,740,368	13,908,689	13,908,689	170,163	14,078,852
State, Fed or Gov't Aid	41,385,319	41,464,942	48,643,441	(6,379,191)	42,264,250
Current Services	7,120,382	6,427,214	6,439,714	918,652	7,358,366
Other Revenue	259,769	103,690	504,190	(18,014)	486,176
Other Financing Sources	193	-	-	-	-
Total Revenue	69,271,762	69,259,538	76,851,037	(5,898,382)	70,952,655
Operating Transfers In	3,706,939	3,707,625	3,707,625	912,035	4,619,660
Total Financing Sources	72,978,701	72,967,163	80,558,662	(4,986,347)	75,572,315
Local Cost	673,816	644,722	652,110	-	652,110
Budgeted Staffing		921.3	936.0	(73.2)	862.8



### **Budget Highlights**

Salary and Benefit costs as well as charges from internal service funds continue to increase at a faster pace than revenues. This has resulted in the need for the Department to make significant cuts to staffing to stay within budget.

Overall, budgeted staffing is reduced by 58.5 positions. Within the Board approved base budget budgeted staffing is increased by 14.7 positions. Within the Public Health Department, all county general fund dollars go toward the animal control program; as a result all impacts resulting from the 9% budget reduction occurred in that program.

Staffing is then reduced by a net 73.2 positions or 7.82%. This is primarily the result of two factors: reduced revenue/reimbursements and significantly increased staffing expense and services and supplies due to retirement, MOU increases, and risk management liabilities, in particularly Malpractice insurance. The majority of these positions were vacant due to attrition and due to efforts to hold vacancies to reduce possible layoffs in the 2004-05 year. In conjunction with these budgeted staffing cuts, the Department developed a layoff plan. Only minimal number of the 73.2 reduction in budgeted staffing affects filled positions. The Department reassigned staff within programs and it worked with Human Resources to transfer staff from un-funded positions to other positions in the county. These reassignments and transfers avoided the need for layoffs. Included in the net decrease of 73.2 positions is the addition of 10.0 positions in five programs, one reclassification, the restoration of 7.8 fee supported positions, and the addition of 1.0 position for bioterrorism approved by the Board after the proposed budget was submitted.

Services and supplies were reduced in an attempt to maintain staff for service delivery and in an effort to accommodate the increased costs that resulted from the Board approved base budget. Amounts budgeted for transfers have increased slightly as a result of increased lease expenses, administrative support, and EHAP expenses.

Reimbursements received from other county departments have decreased by \$891,366 as a result of reduced or eliminated MOUs for service, primarily with Human Services System (HSS) departments. The programs affected are: Helping Other Parents Effectively (HOPE), Repeat Offenders Prevention Program (ROPP), Children's Systems Of Care (CSOC), Multi-purpose Senior Services Program (MSSP), Early Learning Opportunities, and Drug Endangered Children.

Budget to budget, revenues are increasing from \$72,967,163 to \$75,572,315 for a net increase of \$2,605,152. Thirty-five percent or \$912,035 is due to increased Operating Transfers In to be used for expenditures related to Bio-terrorism, vital statistics, and vector control programs. The difference of approximately \$1.7 million is comprised of \$0.6 million related to fee increases and \$1.1 million due to several increases and reductions within the Public Health grant funded programs. However, the increased revenue can be mainly attributed to the mid-year revenue increase for the Child Health programs.

DEPARTMENT: Public Health  
FUND: General  
BUDGET UNIT: AAA PHL

#### **SCHEDULE A**

#### **MAJOR CHANGES TO THE BUDGET**

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>921.3</b>	<b>73,611,885</b>	<b>72,967,163</b>	<b>644,722</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	3,617,119	3,580,948	36,171
Internal Service Fund Adjustments	-	724,789	717,541	7,248
Prop 172	-	-	-	-
Other Required Adjustments	2.0	878,056	878,056	-
<b>Subtotal</b>	<b>2.0</b>	<b>5,219,964</b>	<b>5,176,545</b>	<b>43,419</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	28,550	-	28,550
Mid-Year Board Items	14.0	2,414,954	2,414,954	-
<b>Subtotal</b>	<b>14.0</b>	<b>2,443,504</b>	<b>2,414,954</b>	<b>28,550</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(1.3)</b>	<b>(64,581)</b>	<b>-</b>	<b>(64,581)</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>936.0</b>	<b>81,210,772</b>	<b>80,558,662</b>	<b>652,110</b>
<b>Board Approved Changes to Base Budget</b>	<b>(73.2)</b>	<b>(4,986,347)</b>	<b>(4,986,347)</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>862.8</b>	<b>76,224,425</b>	<b>75,572,315</b>	<b>652,110</b>



DEPARTMENT: Public Health  
FUND: General  
BUDGET UNIT: AAA PHL

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>1. Staffing Changes</b> Salary and Benefit costs as well as charges from internal service funds continue to increase at a faster pace than revenues. This has resulted in the need for the department to make significant cuts to staffing to stay within budget. Major programmatic staffing changes include the following reductions: - Minor reductions among various programs - (5.1) - Animal Control - (17.3), 3.7 of out the 17.3 will be restored if fee increases are approved. - Environmental Health - (2.8) - which will be restored if fee increases are approved. - Nutrition/Women, Infants and Children (WIC) - (15.9), - Family Support Services - (14.4), - AIDS/Title I - (13.1), - Maternal Health - (9.3), - Reproductive Health - (9.2) - Epidemiology/TB - (4.9) The department is also requesting the following additions : Internal Services: - 3 Automated Systems Analysts - due to new major systems being implemented such as Meditech. - 1 Fiscal Clerk III - to be in charge of the billing department currently composed of Fiscal Clerk Is. Disease Control and Prevention: - 1 Fiscal Clerk III for AIDS/Title I to track and pay its contracts. The position is grant funded. - 1 Health Education Assistant for Reproductive Health that will be funded by grants. - 0.5 Supervising Public Health Nutritionist for WIC and will be funded by grants. - 1.5 Dental Hygienist - These part-time positions will be funded by a grant and Medi-Cal revenues. - 1 Microbiologist II - To cover estimated workload for the upcoming year. Funded by payments from other programs. Environmental Health: - 1 Vector Control Technician II for increased volume due to the program responding to a full year of West Nile Virus. The reclassification of a Supervising Environmental Health Specialist to a Supervising Public Health Nurse. This position will run the Lead's abatement activities. It will result in a small cost savings due to the lower level of the classification.	(82.0)	(3,996,060)	-	(3,996,060)
<b>2. Services and Supplies</b> As with Staffing above, services and supplies is an area that has been cut significantly to remain within budget. The program reductions are as follows: - WIC (\$810,994) (WIC also represents a budget methodology change, see revenue below for explanation), - Title I & AIDS/HIV (\$580,532) due to a decreased in Federal revenue, - Child Health (\$543,070) - Reproductive Health (\$209,750), - Animal Control (\$143,753), - Immunizations (\$119,938), - Family Support Services (\$89,120), - Perinatal (\$84,009), - Tuberculosis (\$61,497) - and other various program changes netting to (\$197,690).		(2,840,353)	-	(2,840,353)
<b>3. Equipment</b> Budgeted Equipment purchases are increasing by \$45,000 to \$130,000 total. Of that, grant funded purchases of \$75,000 include: - Bio-terrorism - \$35k for a server and a copier; - Immunizations - \$20k for a server; - Child Health - \$20k for a XRF machine. The remaining realignment funded purchases of \$55,000 are to replace existing equipment including: - Automated Systems - \$40k for two servers for department-wide use; - Maternal Health \$15k for a Medical card embossing machine.		45,000	-	45,000
<b>4. Transfers</b> Increases in transfers are representative of increased lease costs. Public Health is primarily located in leased facilities, most of which have automatic increases built in based on CPI or a previously agreed upon schedule. The department is also moving into new facilities in Redlands, where the clinic is moving out of County owned space and into a new leased facility, and Carousel Mall where our Child Health and CCS programs are relocating.		242,331	-	242,331
<b>5. Reimbursements</b> Reimbursements declined \$891,366 as a result of eliminated MOUs with other departments. - The Aging program lost \$168,240 due to the elimination of Senior Services Programs with the Office on Aging. - The Family Support Services program lost \$717,700 to fund family violence education/training for at risk families including MOUs with Probation, Children's Network, Children's Services, and Behavioral Health. - There are other minor changes in various programs netting to a revenue lost of \$5,426.		891,366	-	891,366



DEPARTMENT: Public Health  
FUND: General  
BUDGET UNIT: AAA PHL

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
6. Licenses and Permits The change in Licenses and Permits (L&P) revenues is primarily the result of a reclassification of \$774,405 environmental health revenues from L&P to Current Services. Other changes include: - an increase of \$83,736 in estimated waste permit revenue, - a decrease of (\$333,974) in animal license revenue, - and other minor changes netting to a reduction of (\$2,510). The department is studying the animal license problem and is working on efforts to increase compliance with licensing laws.	-	-	(1,027,153)	1,027,153
7. Fines and Forfeitures Revenues Fines and Forfeitures revenue is expected to increase slightly as a result of observed increases in court fine revenues generated under the Maddy Act. The department's Emergency Medical Services (EMS) program receives a distribution of the funds collected under the Act and revenues have increased. These funds are deposited to a trust fund and then brought in to help fund the department's EMS program.	-	-	12,000	(12,000)
8. Deletion of Cost to Maintain Current Program Services Assumption In the Cost to Maintain Current Program Services column, it is assumed that MOU expenses and Risk Management liabilities increases are expected to be funded by revenue increases. This entry backs out that assumption and is replaced by the detail listed below of what actually is happening.	-	-	(5,176,545)	5,176,545
9. Realignment Additional realignment to fund: HSS automated systems staff time for Meditech systems implementation for \$118,663; perinatal substance abuse prevention \$92,300; and a decrease in temporary backfill for state SB 90 revenues associated with the elimination of the SIDS mandate (\$40,800).	-	-	170,163	(170,163)
10. State/Federal Revenues In total this revenue category was fairly stable year over year, but, there were major programmatic changes. The following programs had a reduction in funding: - Abstinence Education - (\$800,000), - Title I HIV/AIDS - (\$590,595), - and other miscellaneous reductions in various programs - (\$110,567). This revenue lost was partially offset by funding increases in the following programs: - Child Health programs - \$455,199, - Title II HIV/AIDS funds for primary care - \$82,294, - Reproductive Health Education and Teensmart programs - \$175,000, and - Reproductive Health/Sexually Transmitted Disease FPACT funds - \$731,500. Additionally, a reduction of \$1,145,477 in the WIC program is the result of a change in budgeting methodology. In an effort to reduce contract amendments the State WIC contracts are for a higher amount than the County actually has the authority to spend. Subsequent increases in ability to spend are noticed via a letter instead of an amendment. The department is changing how this is budgeted to reflect only the amount available for expenditure and will return to the Board for authority to spend any additionally noticed funds.	-	-	(1,202,646)	1,202,646
11. Current Services Revenues Current Services is increasing primarily as a result of a reclassification of \$774,405 of environmental health revenues from Licenses and Permits to Current Services. Additionally, the City of Grand Terrace has cancelled its contract with Animal Control resulting in a revenue loss of (\$48,205). Other minor miscellaneous changes net to an increase of \$5,144.	-	-	731,344	(731,344)
12. Other Revenues Changes include a decrease in estimated revenues related to manual sales in EMS of (\$11,380) and miscellaneous other minor changes netting to a decrease of (\$6,634).	-	-	(18,014)	18,014
13. Operating Transfers In Budgeted Operating Transfers in are increasing in four areas. Bio-Terrorism has additional available funds of \$601,016 to conduct response planning, training, and systems development/security. Additional Vector Assessments of \$240,525 are being brought in to fund increased costs in that program. Finally, Vital Statistics is increasing the draw from its automation fund in the amount of \$11,594 to implement an imaging project.	-	-	853,135	(853,135)
** Final Budget Adjustment - Mid year item for Bioterrorism Approved 1.0 Staff Analyst II position to be funded by the Bioterrorism grant through an operating transfer in.	1.0	58,900	58,900	-
** Final Budget Adjustment - Mid year item for the ABC grading system Increase in office expense and printing services due to the new ABC grading system for food establishments. These costs will be offset by revenue generated from the existing re-score inspection fee.	-	34,600	34,600	-
** Final Budget Adjustment - Fee requests Approved fee changes are as follows: 20 fee increases for Environmental Health Services (EHS) 26 fee increases for Animal Control and Care (ACC) 2 new fees for ACC 1 fee elimination for ACC 1 refund of fees for ACC These changes increased salaries and benefits by \$351,380, services and supplies by \$226,489, licenses and permits by \$390,561, and current services by \$187,308. In addition, these fees also restored 2.8 positions for EHS and 5.0 positions for ACC.	7.8	577,869	577,869	-
<b>Total</b>	<b>(73.2)</b>	<b>(4,986,347)</b>	<b>(4,986,347)</b>	<b>-</b>

\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.



## California Children's Services

### DESCRIPTION OF MAJOR SERVICES

California Children's Services (CCS) is a state program that provides case management, diagnosis, and treatment services to individuals up to 21 years of age with severe qualifying medical conditions and whose families are unable to pay for all or part of their care. State law requires the county to maintain a mandated minimum funding level. In addition to realignment dollars and the county's mandated contribution, funding also comes from Medi-Cal, private insurance, and patient co-payments. Revenues are based upon individual client eligibility for specific programs such as Medi-Cal, healthy families, or CCS alone (people who do not qualify for other programs or cannot afford to pay their Medi-Cal co-share payments).

The revenue breakdown among federal, state, realignment, and county general fund support depends on the type of services provided under this program. This program provides two types of services:

- 1) Administrative Component – Case management activities which include determining program eligibility, evaluating needs for specific services, determining the appropriate providers, and authorizing/paying for medically necessary care. Administrative funding is based on staffing standards and caseload mix of CCS clients. In other words, it depends on which federal, state or county program in which the children are enrolled.
  - a) Medi-Cal accounts for approximately 85%. Federal and state funds reimburse CCS for 100% of the costs.
  - b) Healthy Families accounts for approximately 10%. This federal and state program reimburses CCS for 82.5% of the costs. The remaining 17.5% local share is equally funded by Social Services realignment (8.75%) and general fund support (8.75%).
  - c) CCS or Non-Medi-Cal caseload accounts for approximately 5%. Federal and state funds account for 50% of the costs associated with treating this clientele. The other 50% is equally funded by Social Services realignment (25%) and general fund support (25%).
  - d) Two of the workload indicators presented in this budget reflect the administrative component: Cases managed and claims processed.
- 2) Medical Therapy Component – Provides physical therapy, occupational therapy, and medical therapy conference services. Licensed physical therapists and certified occupational therapists provide evaluation, treatment, consultation services and case management.
  - a) The state reimburses the county for 50% of the costs incurred by this program. The remaining 50% is equally funded by Social Services realignment and general fund support. Additionally, this program is allowed to bill Medi-Cal for therapy provided to Medi-Cal clients. Approximately 70% of the caseload in the medical therapy component is Medi-Cal eligible.

The budgeted local cost amount reflects the county's mandated share of costs for serving anticipated caseloads. Should actual caseloads fall short of projections, unused local funds would return to the county's year-end fund balance. Similarly, realignment funds will be transferred to correspond with actual caseloads at the end of the year.

### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	8,076,824	10,723,433	10,044,604	12,713,007
Departmental Revenue	6,638,257	9,185,392	8,567,764	11,174,966
Local Cost	1,438,567	1,538,041	1,476,840	1,538,041
Budgeted Staffing		145.0		149.6
<b><u>Workload Indicators</u></b>				
Cases Managed	10,091	11,000	10,344	12,137
Therapy Units	29,898	36,050	34,418	36,200
Claims Processed	131,188	133,900	176,171	-





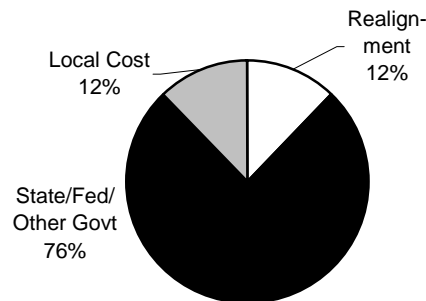
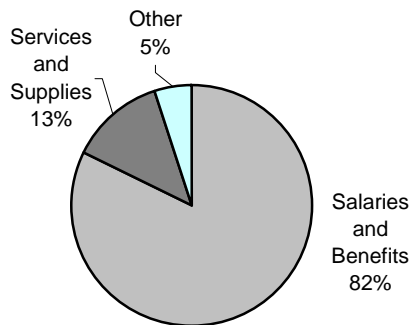
CCS is significantly under budget as a result of having a number of positions unfilled. Due to space limitations, not all of the additional CCS positions have been filled. The department relocated on June 2004 and intends to fill its positions at the beginning of 2004-05.

Variance in equipment purchases is due to postponing the purchases of copiers until this upcoming year.

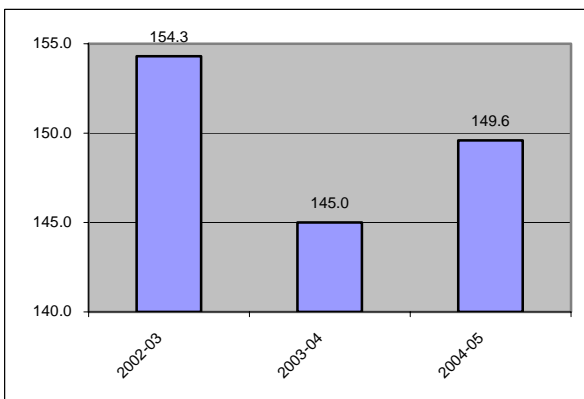
Variance in services and supplies is due to increased payments to the state for the Healthy Families Program (HFP). The state makes payments to private providers on behalf of CCS eligible children and then the CCS program pays the state for the county's share of cost. The department's payments to the state for this program increased \$682,372 between 2000-01 and 2003-04; unfortunately due to an oversight, the increased costs were not reflected in the budget. On June 29, 2004, the Board approved utilizing salary savings to cover these additional costs.

The Claims Processed workload indicator will not be presented anymore since it is no longer a valid representation of CCS workload. The state is beginning to pay some of the claims directly rather than using the county as a pass through. However, this will not result in work reduction for CCS, as it is still responsible for verifying and approving the claims before the state will pay. CCS does not track the number of claims verified. This information was provided by the state but they will no longer track it.

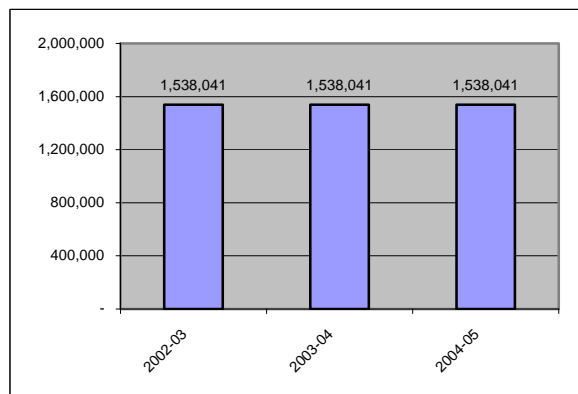
#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



#### 2004-05 STAFFING TREND CHART



#### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: California Children's Services  
 FUND: General

BUDGET UNIT: AAA CCS  
 FUNCTION: Health and Sanitation  
 ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	7,886,944	9,067,453	9,713,877	755,424	10,469,301
Services and Supplies	1,649,577	1,110,300	1,126,281	475,045	1,601,326
Equipment	-	18,000	18,000	(8,000)	10,000
Transfers	508,083	527,680	527,680	104,700	632,380
Total Appropriation	10,044,604	10,723,433	11,385,838	1,327,169	12,713,007
<b>Departmental Revenue</b>					
Realignment	1,476,840	1,538,041	1,538,041	-	1,538,041
State, Fed or Gov't Aid	7,047,123	7,627,691	8,290,096	1,319,169	9,609,265
Current Services	26,136	19,400	19,400	8,000	27,400
Other Revenue	17,665	260	260	-	260
Total Revenue	8,567,764	9,185,392	9,847,797	1,327,169	11,174,966
Local Cost	1,476,840	1,538,041	1,538,041	-	1,538,041
Budgeted Staffing		145.0	145.0	4.6	149.6

DEPARTMENT: California Children's Services  
 FUND: General  
 BUDGET UNIT: AAA CCS

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>145.0</b>	<b>10,723,433</b>	<b>9,185,392</b>	<b>1,538,041</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	646,424	646,424	-
Internal Service Fund Adjustments	-	15,981	15,981	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>662,405</b>	<b>662,405</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>145.0</b>	<b>11,385,838</b>	<b>9,847,797</b>	<b>1,538,041</b>
<b>Board Approved Changes to Base Budget</b>	<b>4.6</b>	<b>1,327,169</b>	<b>1,327,169</b>	<b>-</b>
<b>TOTAL 2004-05 FINAL BUDGET</b>	<b>149.6</b>	<b>12,713,007</b>	<b>11,174,966</b>	<b>1,538,041</b>





DEPARTMENT: California Children's Services  
 FUND: General  
 BUDGET UNIT: AAA CCS

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Increased Budgeted Staffing due to opening of new office Some positions in the current year were budgeted less than full time because they were expected to be vacant until there was sufficient office space to accommodate them. With the opening of the new office, positions that were budgeted for a partial year in 2003-04 are now being budgeted full time resulting in an increase in staffing of 4.6.	4.6	390,000	-	390,000
2.	Salaries and benefits Various salary cost increases include step advances and increased bilingual costs.		365,424	-	365,424
3.	Increase in Professional Services The Healthy Families portion of the CCS program has been increasing. These payments are reimbursements to the state for our portion of Healthy Families costs that the state pays directly to vendors on our behalf.		500,000	-	500,000
4.	Additional Adjustment to Internal Service Funds The following changes were made to services and supplies: Increase in Comnet Charges, Comnet Long Distance, Comnet Workstations, and Comnet Special Services, Presort and Packaging, and Vehicle Charges. Partially offset by a decrease in phone company services.		72,900	-	72,900
5.	Other changes in Services and Supplies Other changes in services and supplies are as follows: Noninventoriable equipment decreased by (\$127,000), COWCAP charges increased by \$11,584, and minor adjustments accounted for an increase of \$17,561.		(97,855)	-	(97,855)
6.	Minor reduction in Equipment purchases The department is budgeting 1 copier in equipment this year.	-	(8,000)	-	(8,000)
7.	Increase in Transfers out The following changes were made to transfers out: Increased leased costs as a result of relocating the program into a larger space at the Carousel mall (\$61,320); increase in automated systems support provided by Public Health (\$42,490); and an minor increase in EHAP (\$890).	-	104,700	-	104,700
9.	State Aid Increased in State and Federal revenues to cover additional expenses. These revenues are based on the projected 10.3% increased in cases managed.		-	1,319,169	(1,319,169)
10.	Current Services Minor increase in enrollment fees based on current trend.		-	8,000	(8,000)
<b>Total</b>		<b>4.6</b>	<b>1,327,169</b>	<b>1,327,169</b>	<b>-</b>



## Indigent Ambulance

### DESCRIPTION OF MAJOR SERVICES

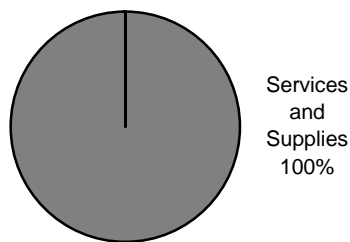
This budget provides financing for those ambulance contractors who transport indigents to the Arrowhead Regional Medical Center, or the closest hospital, under certain life-threatening situations. It also funds transport of indigent tuberculosis patients to Riverside County Hospital for treatment, and up to the extent of available appropriations, pays for the Sheriff's Department transport of indigent inmates (with the remainder paid directly by the Sheriff's Department). The appropriations in this budget unit are maintained at a constant level.

There is no staffing associated with this budget unit.

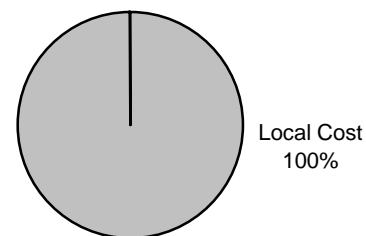
### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	472,501	472,501	472,425	472,501
Local Cost	472,501	472,501	472,425	472,501

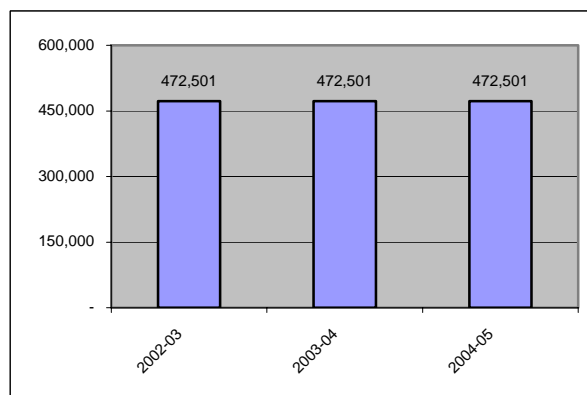
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Indigent Ambulance  
 FUND: General

BUDGET UNIT: AAA EMC  
 FUNCTION: Health and Sanitation  
 ACTIVITY: Hospital Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	472,425	472,501	472,501	-	472,501
Total Appropriation	472,425	472,501	472,501	-	472,501
Local Cost	472,425	472,501	472,501	-	472,501

DEPARTMENT: Indigent Ambulance  
 FUND: General  
 BUDGET UNIT: AAA EMC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	472,501	-	472,501
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	472,501	-	472,501
<b>Board Approved Changes to Base Budget</b>	-	-	-	-
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	472,501	-	472,501



## Cajon Dump Site Clean up

### DESCRIPTION OF MAJOR SERVICES

In December 1998, a fire occurred in Cajon Pass as a result of illegal dumping of an estimated 100,000 tons of solid waste. Approximately 40 haulers and contractors have been identified as the parties responsible for the illegal dumping. This special revenue fund, established and managed by the Department of Public Health, Division of Environmental Health, will be used to account for the settlement contributions of the small haulers and the \$750,000 grant from the California Integrated Waste Management Board (CIWMB) and the expenditures associated with the clean-up effort for the illegal dump in Cajon Pass. The state requires a 10% holdback of funds until the project is completed.

The total estimated cost to clean up the site is \$2,800,000. As a result of the settlement agreement among those identified as haulers, the county and the CIWMB, the CIWMB will contribute \$750,000 and the large haulers will pay the balance of the clean-up cost less the contributions received from the small haulers. CIWMB will cover the cost associated with recycling of green waste and concrete, tipping fees, initial re-vegetation, and other costs as identified in the settlement agreement.

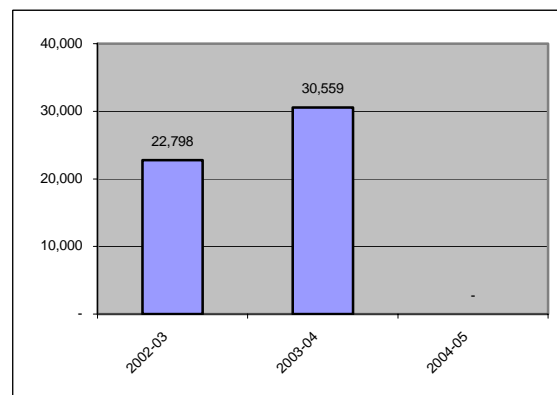
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	-	112,359	112,201	-
Departmental Revenue	7,760	81,800	81,643	-
Fund Balance		30,559		-

The illegal dumpsite has been cleaned up and re-vegetation was completed in 2003-04, bringing this project to an end. All fund balance was distributed per the terms of the legal settlement prior to June 30, 2004.

### 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Public Health  
 FUND: Cajon Dump Site Clean Up

BUDGET UNIT: RPH PHL  
 FUNCTION: Health and Sanitation  
 ACTIVITY: Health Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	-	112,359	112,359	(112,359)	-
Total Appropriation	-	112,359	112,359	(112,359)	-
Operating Transfers Out	112,201	-	-	-	-
Total Requirements	112,201	112,359	112,359	(112,359)	-
<b>Departmental Revenue</b>					
Fines and Forfeitures	5,458	6,000	6,800	(6,800)	-
Use of Money and Prop	1,185	800	-	-	-
State, Fed or Gov't Aid	75,000	75,000	75,000	(75,000)	-
Total Revenue	81,643	81,800	81,800	(81,800)	-
Fund Balance		30,559	30,559	(30,559)	-

DEPARTMENT: Public Health  
 FUND: Cajon Dump Site Clean Up  
 BUDGET UNIT: RPH PHL

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	112,359	81,800	30,559
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	112,359	81,800	30,559
<b>Board Approved Changes to Base Budget</b>	-	(112,359)	(81,800)	(30,559)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	-	-	-

DEPARTMENT: Public Health  
 FUND: Cajon Dump Site Clean Up  
 BUDGET UNIT: RPH PHL

#### SCHEDULE B

#### BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Project Closing This project was finalized in the 2003-04 budget year and the department is not requesting a budget for 2004-05. All fund balance was distributed per the terms of the legal settlement prior to June 30, 2004. The illegal dumpsite has been cleaned up and revegetation was completed, bringing this project to an end.	-	(112,359)	(81,800)	(30,559)
<b>Total</b>	-	(112,359)	(81,800)	(30,559)



## Bio-Terrorism Preparedness

### DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

State bio-terrorism funds are received to this budget and transferred out as needed to Public Health to reimburse for actual bio-terrorism preparedness related expenditures. The majority of the expenses are to fund one-time equipment purchases. This is a financing budget unit only; no actual expenditures or activities are conducted via this budget unit.

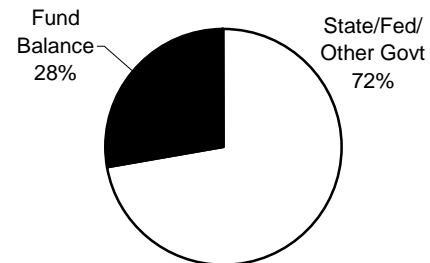
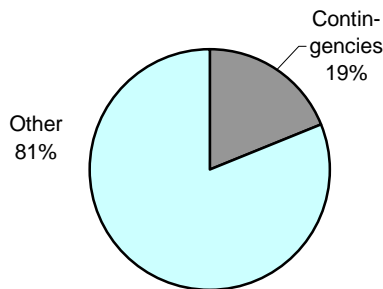
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

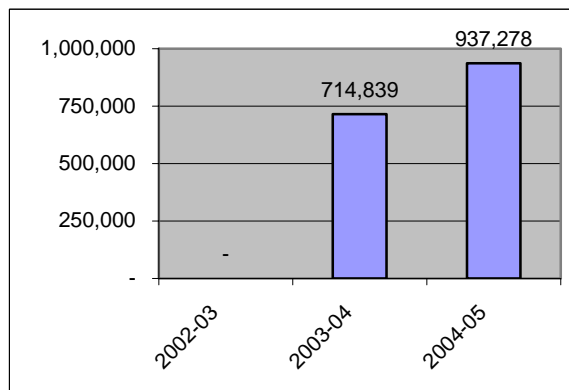
	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Requirements	275,000	3,725,816	2,049,513	3,388,618
Departmental Revenue	989,839	3,010,977	2,271,952	2,451,340
Fund Balance		714,839		937,278

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget. Since revenues are received in a prospective basis, they are slightly higher than actual expenditures in 2003-04.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Public Health  
FUND: Bio-Terrorism Preparedness

BUDGET UNIT: RPL PHL  
FUNCTION: Public Health  
ACTIVITY: Health Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Contingencies	-	-	-	642,633	642,633
Total Appropriation	-	-	-	642,633	642,633
Operating Transfers Out	2,049,513	3,725,816	3,725,816	(979,831)	2,745,985
Total Requirements	2,049,513	3,725,816	3,725,816	(337,198)	3,388,618
<b>Departmental Revenue</b>					
Use of Money and Prop	23,310	-	-	20,000	20,000
State, Fed or Gov't Aid	2,248,642	3,010,977	3,010,977	(579,637)	2,431,340
Total Revenue	2,271,952	3,010,977	3,010,977	(559,637)	2,451,340
Fund Balance		714,839	714,839	222,439	937,278
DEPARTMENT: Public Health FUND: Bio-Terrorism Preparedness BUDGET UNIT: RPL PHL					SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	-	3,725,816	3,010,977	714,839
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	-	3,725,816	3,010,977	714,839
Board Approved Changes to Base Budget	-	(337,198)	(559,637)	222,439
TOTAL 2004-05 FINAL BUDGET	-	3,388,618	2,451,340	937,278
DEPARTMENT: Public Health			SCHEDULE B	
FUND: Bio-Terrorism Preparedness				
BUDGET UNIT: RPL PHL				

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies Due to a change in budget methodology, available fund balance is now being budgeted as a contingency.	-	1,281,250	-	1,281,250
<b>** Final Budget Adjustment - Fund Balance</b> Contingencies decreased due to a lower than anticipated fund balance.	-	(638,617)	-	(638,617)
2. Operating Transfers Out Much of the expenditures are to fund one-time equipment purchases in Public Health. As these one-time expenses decline, so does the necessary operating transfer out required to fund them.	-	(979,831)	-	(979,831)
3. Revenue Bio-Terrorism revenue fluctuates year-to-year as a result of supplemental one-time available funds that may come available.	-	-	(579,637)	579,637
4. Interest revenue Interest revenue is now budgeted.	-	-	20,000	(20,000)
<b>Total</b>	-	(337,198)	(559,637)	222,439

\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.



## Vital Statistics State Fees

### DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

At the end of the 2001-02 year this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the Department of Public Health.

Fees set by the state and collected from purchasers of birth and death certificates are deposited to this fund. Funds are transferred to Public Health to fund Vital Statistics expenditures. Per Health and Safety Code 103625 all applicants for birth or death certificates shall pay an additional fee of \$3 dollars and shall be collected by the county.

The county shall distribute the funds as follows:

- 1) 45% of the fee collected shall be distributed to the State Registrar, and
- 2) the remaining 55% shall be deposited into the Vital and Health Statistics fund for the purpose of defraying the administrative costs of collecting and reporting with respect to those fees and for other costs as follows:
  - a) Modernization of vital record operations, including improvement, automation, and technical support of vital record systems.
  - b) Improvement in the collection and analysis of health-related birth and death certificate information, and other community health data collection and analysis, as appropriate.
  - c) Funds collected shall not be used to supplant funding in existence on January 1, 2002 that is necessary for the daily operation of vital record systems.

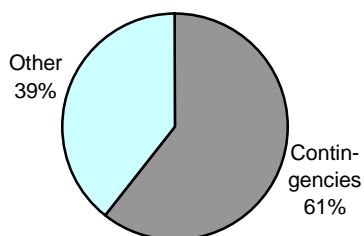
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

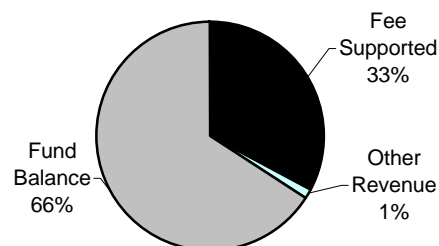
	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Requirements	142,909	432,357	143,688	442,153
Departmental Revenue	146,511	146,000	148,184	151,300
Fund Balance		286,357		290,853

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

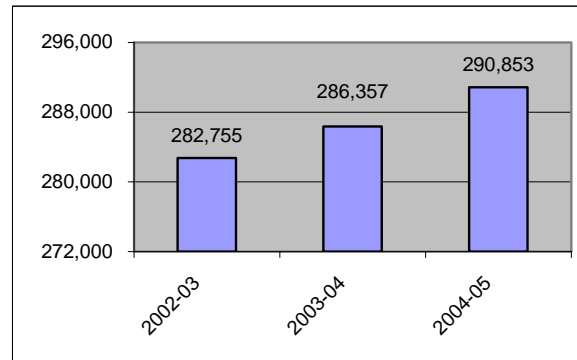


### 2004-05 BREAKDOWN BY FINANCING SOURCE





## 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Public Health  
 FUND: Vital Statistics State Fees

BUDGET UNIT: SCI PHL  
 FUNCTION: Health and Sanitation  
 ACTIVITY: Health Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Contingencies	-	-	-	267,903	267,903
Total Appropriation	-	-	-	267,903	267,903
Operating Transfers Out	143,688	432,357	432,357	(258,107)	174,250
Total Requirements	143,688	432,357	432,357	9,796	442,153
<b>Departmental Revenue</b>					
Use of Money and Prop	6,094	6,000	6,000	300	6,300
Current Services	142,090	140,000	140,000	5,000	145,000
Total Revenue	148,184	146,000	146,000	5,300	151,300
Fund Balance		286,357	286,357	4,496	290,853

DEPARTMENT: Public Health  
 FUND: Vital Statistics State Fees  
 BUDGET UNIT: SCI PHL

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	432,357	146,000	286,357
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	432,357	146,000	286,357
<b>Board Approved Changes to Base Budget</b>	-	9,796	5,300	4,496
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	442,153	151,300	290,853



DEPARTMENT: Public Health  
 FUND: Vital Statistics State Fees  
 BUDGET UNIT: SCI PHL

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies Contingencies represent unbudgeted available fund balance for Vital Statistics.	-	289,407	-	289,407
**	<b>Final Budget Adjustment - Fund Balance</b> <b>Contingencies decreased due to a lower than anticipated fund balance.</b>	-	<b>(21,504)</b>	-	<b>(21,504)</b>
2.	Operating Transfers Out Operating Transfers Out are declining as a result of a budget methodology change wherein available funds that are not budgeted in the operating budget of Public Health will be budgeted in this fund as contingencies. Actual usage is expected to increase in 2004-05 due to an imaging project that vital statistics is currently pursuing to improve operational efficiency.	-	(258,107)	-	(258,107)
3.	Current Services Minor revenue increases are anticipated based on recent revenue trends within the Vital Statistics program. Revenue shown here is generated from fees set by the state and payable for copies of Birth and Death records.	-	-	5,000	(5,000)
4.	Interest Revenue Interest revenue is now budgeted.	-	-	300	(300)
<b>Total</b>		<b>-</b>	<b>9,796</b>	<b>5,300</b>	<b>4,496</b>

\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.



## Ambulance Performance Based Fines

### DESCRIPTION OF MAJOR SERVICES

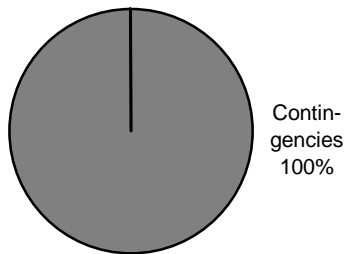
As a result of the newly adopted performance based contracts, this fund has been set up to collect any fine revenue associated with ambulance companies failure to meet contractual standards. Budget amounts are estimates based on prior years' data. All appropriations in this fund are budgeted as contingencies, which will require the department to return to the Board of Supervisors before expending any of these funds. Per the terms of the contracts, these funds are earmarked for enhancements to the Emergency Medical System.

There is no staffing associated with this budget unit.

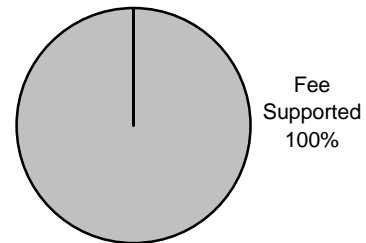
### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	-	-	-	40,000
Departmental Revenue	-	-	-	40,000
Fund Balance		-		-

#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



#### 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive  
DEPARTMENT: Public Health  
FUND: Ambulance Performance Based Fines

BUDGET UNIT: SDS PHL  
FUNCTION: Health and Sanitation  
ACTIVITY: Health Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Contingencies	-	-	-	40,000	40,000
Total Appropriation	-	-	-	40,000	40,000
<b>Departmental Revenue</b>					
Fines and Forfeitures	-	-	-	40,000	40,000
Total Revenue	-	-	-	40,000	40,000
Fund Balance		-	-	-	-



DEPARTMENT: Public Health  
 FUND: Ambulance Performance Based Fines  
 BUDGET UNIT: SDS PHL

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	-	-	-
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	-	-	-
<b>Board Approved Changes to Base Budget</b>	-	40,000	40,000	-
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	40,000	40,000	-

## SCHEDULE B

DEPARTMENT: Public Health  
 FUND: Ambulance Performance Based Fines  
 BUDGET UNIT: SDS PHL

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Contingencies All funds available are budgeted as contingencies. The Department will return to the Board for approval of any expenditures from this fund. All available funds are earmarked for enhancements to the Emergency Medical System per the terms of the performance based contracts.	-	40,000	-	40,000
2. Revenue This revenue is an estimate based on prior years' ambulance transport data.	-	-	40,000	(40,000)
<b>Total</b>	-	40,000	40,000	-



## Vector Control Assessments

### DESCRIPTION OF MAJOR SERVICES

This budget is being presented for the first time in the budget book due to a change in budget methodology wherein available funds not budgeted in the operating unit of Public Health will be budgeted in this fund as contingencies.

At the end of the 2001-02 year, this fund was converted from a trust fund to a special revenue fund due to an accounting change (GASB 34). This fund does not directly spend funds or provides services. It is strictly a financing budget with the actual expenditures occurring within the operating budget unit of Public Health.

This fund receives all tax assessments for Vector Control. Revenue collected here is all paid through the property tax role and is dedicated for Vector Control purposes. This fund reimburses Public Health for Vector Control expenses incurred.

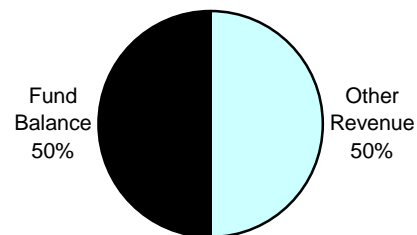
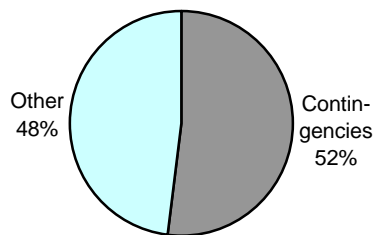
There is no staffing associated with this budget unit.

### BUDGET AND WORKLOAD HISTORY

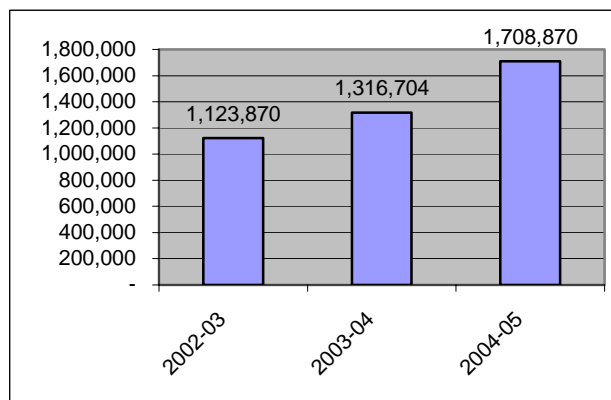
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	1,340,000	2,716,704	1,287,000	3,408,870
Departmental Revenue	1,532,834	1,400,000	1,679,166	1,700,000
Fund Balance		1,316,704		1,708,870

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget. The revenue variance is due to new parcels being added as development occurs.

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 FUND BALANCE TREND CHART



GROUP: Administrative/Executive  
 DEPARTMENT: Public Health  
 FUND: Vector Control Assessments

BUDGET UNIT: SNR PHL  
 FUNCTION: Health and Sanitation  
 ACTIVITY: Health Care

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Contingencies	-	-	-	1,768,345	1,768,345
Total Appropriation	-	-	-	1,768,345	1,768,345
Operating Transfers Out	1,287,000	2,716,704	2,716,704	(1,076,179)	1,640,525
Total Requirements	1,287,000	2,716,704	2,716,704	692,166	3,408,870
<b>Departmental Revenue</b>					
Taxes	1,647,967	1,380,000	1,380,000	300,000	1,680,000
Use of Money and Prop	31,199	20,000	20,000	-	20,000
Total Revenue	1,679,166	1,400,000	1,400,000	300,000	1,700,000
Fund Balance		1,316,704	1,316,704	392,166	1,708,870

DEPARTMENT: Public Health  
 FUND: Vector Control Assessments  
 BUDGET UNIT: SNR PHL

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	-	2,716,704	1,400,000	1,316,704
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	2,716,704	1,400,000	1,316,704
<b>Board Approved Changes to Base Budget</b>	-	692,166	300,000	392,166
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	3,408,870	1,700,000	1,708,870



DEPARTMENT: Public Health  
 FUND: Vector Control Assessments  
 BUDGET UNIT: SNR PHL

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Contingencies Contingencies represent unbudgeted available fund balance for vector control assessments.	-	1,354,654	-	1,354,654
**	<b>Final Budget Adjustment - Fund Balance</b> <b>Contingencies increased due to a higher than anticipated fund balance.</b>	-	<b>413,691</b>	-	<b>413,691</b>
2.	Operating Transfers Out Operating Transfers Out are declining as a result of a budget methodology change wherein available funds that are not budgeted in the operating budget of Public Health will be budgeted in this fund as contingencies.	-	(1,076,179)	-	(1,076,179)
3.	Revenue Increases The Department undertook an extensive review of properties that are covered by the tax assessment. The Vector assessment varies per parcel based on its state of development, or lack thereof. It was determined that a number of properties had been developed and were being assessed at a lower than required rate. Additionally, new parcels are added as development occurs. These changes resulted in tax revenue increases.	-	-	300,000	(300,000)
<b>Total</b>		-	<b>692,166</b>	<b>300,000</b>	<b>392,166</b>

\*\* Final Budget Adjustment was approved by the Board after the proposed budget was submitted.



## LOCAL AGENCY FORMATION COMMISSION

### Kathleen Rollings-McDonald

#### DESCRIPTION OF MAJOR SERVICES

The Local Agency Formation Commission (LAFCO) is an independent regulatory body charged with the responsibility for the discouragement of urban sprawl and the encouragement of orderly formation and development of local agencies within San Bernardino County. In meeting these responsibilities the Commission 1) regulates proposed boundary changes for cities and special districts; 2) determines the spheres of influence for local agencies and conducts related municipal service reviews; 3) regulates the formation and dissolution of cities and special districts; and 4) reviews contracts for the provision of services outside the boundaries of cities and special districts. In addition to those authorities, LAFCO has the authority to initiate and make studies of existing government agencies and initiate proposals for consolidations, mergers, or dissolutions of special districts based upon its findings.

Costs in this budget represent the county's legally mandated contribution to LAFCO; which is one-third of the operating cost that is not reimbursed by fees and other revenue.

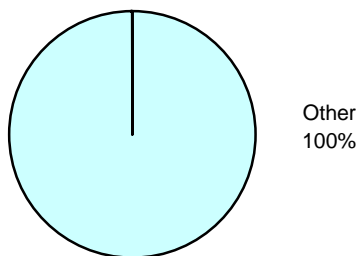
There is no staffing associated with this budget unit.

#### BUDGET AND WORKLOAD HISTORY

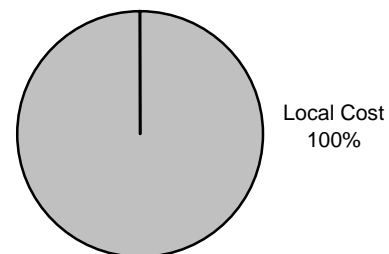
	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Actual 2003-04</b>	<b>Final 2004-05</b>
Total Appropriation	170,000	173,400	163,333	154,000
Local Cost	170,000	173,400	163,333	154,000

Actual cost for 2003-04 was less than budget because LAFCO adopted its final budget requiring a lower county contribution after the County financing was established.

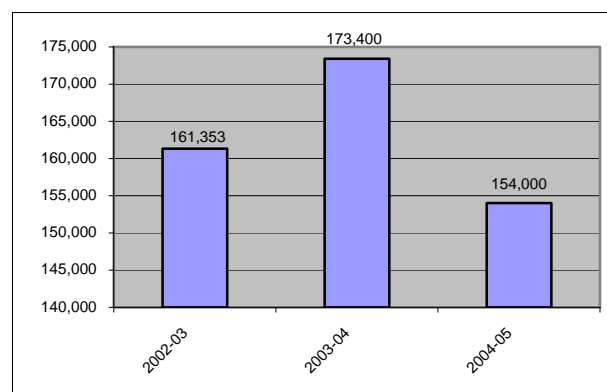
#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



#### 2004-05 BREAKDOWN BY FINANCING SOURCE



#### 2004-05 LOCAL COST TREND CHART





GROUP: Administrative/Executive  
 DEPARTMENT: Local Agency Formation Commission  
 FUND: General

BUDGET UNIT: AAA LAF  
 FUNCTION: Public Protection  
 ACTIVITY: Other Protection

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Other Charges	163,333	173,400	173,400	(19,400)	154,000
Total Appropriation	163,333	173,400	173,400	(19,400)	154,000
Local Cost	163,333	173,400	173,400	(19,400)	154,000

DEPARTMENT: Local Agency Formation Commission  
 FUND: General  
 BUDGET UNIT: AAA LAF

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	173,400	-	173,400
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	-	-	-
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	173,400	-	173,400
<b>Board Approved Changes to Base Budget</b>	-	(19,400)	-	(19,400)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	154,000	-	154,000

#### SCHEDULE B

DEPARTMENT: Local Agency Formation Commission  
 FUND: General  
 BUDGET UNIT: AAA LAF

#### BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduction in county contribution.	-	(19,400)	-	(19,400)
LAFCO projects a reduction in net operating cost due to increased revenues.	-	-	-	-
<b>Total</b>	-	(19,400)	-	(19,400)



## COUNTY SCHOOLS

### Herb Fischer

#### DESCRIPTION OF MAJOR SERVICES

Beginning in 2003-04, this budget unit represents the county's total legal and contractual obligations to contribute to the costs of the Superintendent of Schools and School Claims. Prior to 2003-04, this budget unit included only the county's costs for School Claims and the remaining costs were contained in several other budget units.

The Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for 33 school districts and two regional occupational programs, and provides ancillary services to five community college districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to over 400,000 grades K through 12 students and approximately 37,000 community college students in accordance with the Education Code. These services also include alternative education, special education, and curriculum and instruction.

The School Claims Division was established to independently perform all audits and approval functions required of the Auditor/Controller-Recorder and the Superintendent of Schools, and is jointly responsible to those elected officials. These services include warrant production, control, and the examination and audit of the payrolls and other expenditures from the funds of the school districts and entities in the county.

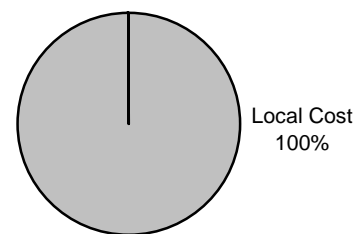
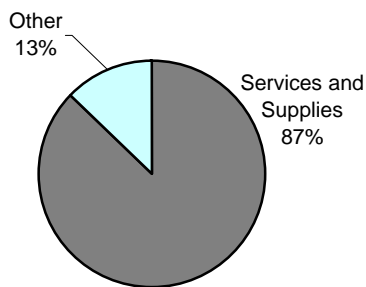
There is no staffing associated with this budget unit.

#### BUDGET AND WORKLOAD HISTORY

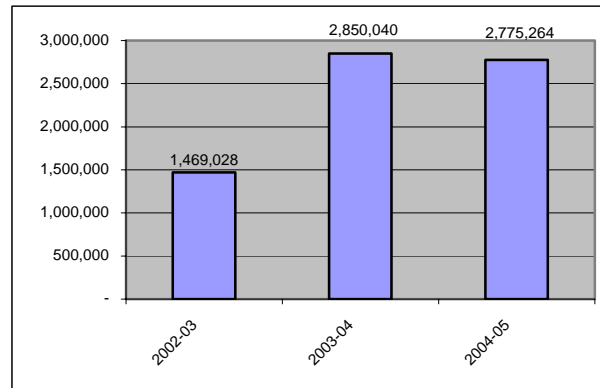
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	1,186,792	2,850,040	2,696,813	2,775,264
Local Cost	1,186,792	2,850,040	2,696,813	2,775,264

Expenditures for 2003-04 were less than appropriations due to lower than expected utility costs.

#### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



## 2004-05 LOCAL COST TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: County Schools  
FUND: General

BUDGET UNIT: AAA SCL  
FUNCTION: Education  
ACTIVITY: School Administration

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Services and Supplies	2,395,990	2,383,992	2,420,389	-	2,420,389
Transfers	300,823	466,048	426,869	(71,994)	354,875
Total Appropriation	2,696,813	2,850,040	2,847,258	(71,994)	2,775,264
Local Cost	2,696,813	2,850,040	2,847,258	(71,994)	2,775,264

DEPARTMENT: County Schools  
FUND: General  
BUDGET UNIT: AAA SCL

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	2,850,040	-	2,850,040
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	61,797	-	61,797
<b>Subtotal</b>	-	61,797	-	61,797
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Impacts Due to State Budget Cuts</b>	-	(64,579)	-	(64,579)
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	-	2,847,258	-	2,847,258
<b>Board Approved Changes to Base Budget</b>	-	(71,994)	-	(71,994)
<b>TOTAL 2004-05 FINAL BUDGET</b>	-	2,775,264	-	2,775,264

## SCHEDULE B

DEPARTMENT: County Schools  
FUND: General  
BUDGET UNIT: AAA SCL

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduction of utility costs based on recent trends.	-	(71,994)	-	(71,994)
<b>Total</b>	-	(71,994)	-	(71,994)

